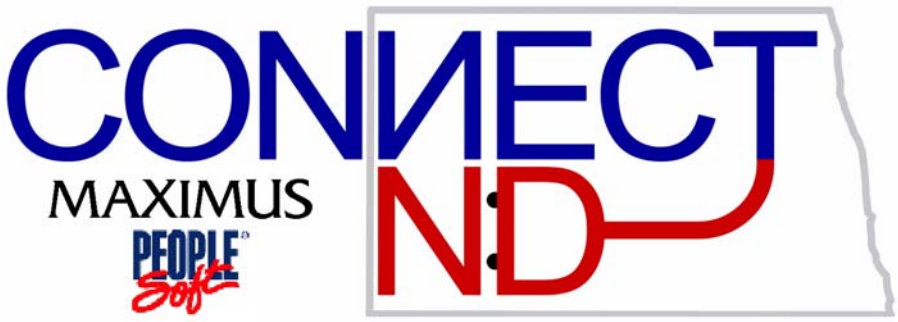

State of North Dakota

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PURCHASING INTRODUCTION

OVERVIEW

PeopleSoft Purchasing automates the business processes involved in the procurement of goods and services. PeopleSoft Purchasing features several key functions:

- Creating and Maintaining Vendor Information
- Creating and Maintaining Items for Purchasing
- Entering Requisitions
- Administering Vendor Contracts
- Creating, Generating and Dispatching Purchase Orders
- Integration with Other PeopleSoft Applications

This training manual focuses on creating, generating and dispatching direct purchase orders. It will address:

- Creating Direct POs
- Creating POs from Requisitions
- Canceling POs
- Closing POs
- Creating PO Change Orders
- Creating POs from Contract Releases

PURCHASE ORDER LIFE CYCLE

A Purchase Order (PO) is a commitment to buy goods or services from a vendor and is the core of the Purchasing module. Purchase Orders encumber (reserve) the funds needed from a budget to satisfy the PO.

Vendor Contracts are optional additional features for controlling procurement by determining how and when POs are created. Most Purchase Orders for the State of North Dakota will be built from Requisitions, but some may be built directly as POs or created as a Contract Release. Some Requisitions will be made directly into POs, while others will become Bids first.

A unique system generated ID number that is tracked through each of the stages of the Purchasing life cycle identifies each Requisition, Bid, Contract and PO. At each stage, the transaction adheres to certain rules set up in the system configuration that determine requirements for moving the transaction forward and also what default values appear in certain page fields automatically.

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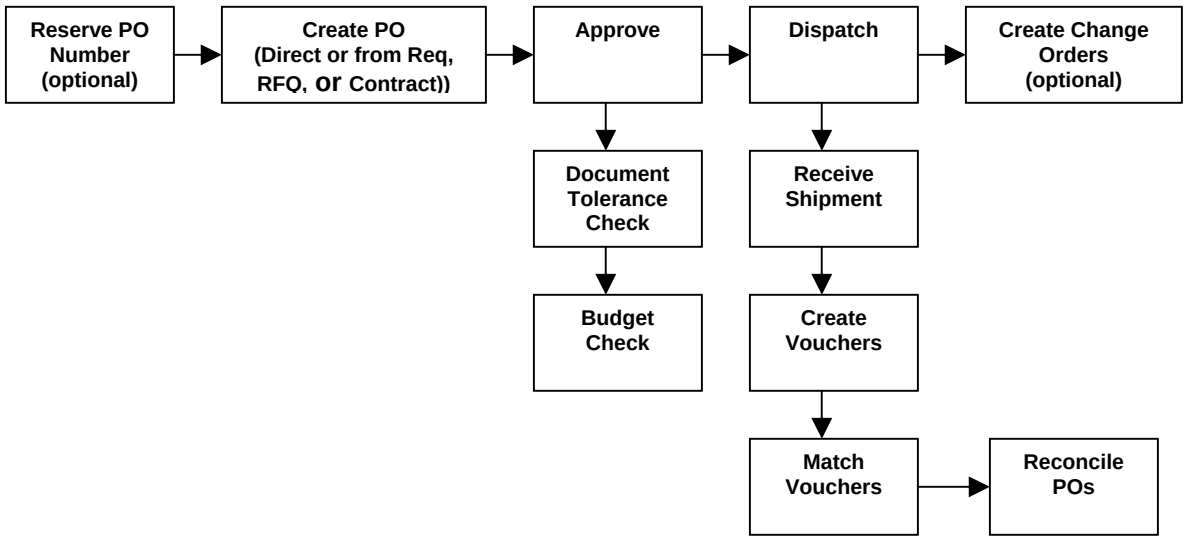
SEQUENCE OF THE PURCHASING PROCESSES

The basic flow of POs in PeopleSoft Purchasing is as follows:

- (Optional) Reserve a PO for future use on the Reserve PO page.
- Create the PO through one of the following:
- PO Form page.
- Express PO page
- Requisition Selection page.
- PO Calculations process (PO_POCALC)
- Create Purchase Orders process (PO_POCREATE).
- Contract releases.
- Approve PO amounts and ChartFields on the Purchase Order Approval pages (the State of ND will approve PO Amounts and use workdflow routing for approvals).
- Budget Check the PO.
- Dispatch the POs from the Purchase Order Dispatch/Print process (POPO005) or the PO Reconciliation Workbench page.
- Create change orders using the PO Form page or batch change order processes.
- Receive shipments
- Create PO vouchers.
- (Optional) Run the Matching process (AP_MATCHING).0
- Reconcile and close the POs using the PO RECON (PO reconciliation) process (PO_PORECON).



The following table lists the detailed sequence of processes that creates and completes the procurement cycle and the associated accounting entries:

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Process Step	Product	Process	Reason / Consequence
1	PO	Enter Requisition	Request an item
2	PO	Budget Check Requisition	Checks for available funds, updates budget ledger for pre-encumbrance
3	PO	Approve Requisition	ChartField and/or Amount Approval by Supervisor/ Manager
4	PO	Source Requisition to POs	Makes requisitions available to build into POs
5	PO	PO Calculations	Performs most of the processing necessary to create a PO from a Requisition
6	PO	Create PO	Final step to creating a PO from a requisition
7	PO	Check PO Document Tolerances	Determines if PO meets the document $ and/or % tolerances and is eligible for budget checking.
8	PO	Budget Check PO	Checks for available funds, transfer budget ledger pre-encumbrance to encumbrance.
9	PO	PO Approval	Chartfield and/or Amount Approval by Supervisor/Manager
10	PO	Dispatch PO	Creates print, fax or e-mail copy of PO to be sent to vendors.
11	PO	Receive Shipments	Creates receiving document referenced against PO.
12	AP	Enter PO Voucher	Creates Vouchers for payment.
13	AP	PO Voucher Matching	Compares vendor invoice to PO and Receiver(s)—3 way matching.
14	AP	Check Voucher Document Tolerances	Determines if Voucher meets the document $ and/or % tolerances and is eligible for budget checking.
15	AP	Voucher Budget Check	Checks for available funds, transfers budget ledger encumbrance to expenditure.
16	AP	Voucher Post	Creates expenditure accounting entries for journal generation to the actual ledger.
17	AP	Create Payment	Generates voucher payments.
18	AP	Post Payments	Creates voucher payment accounting entries.
19	PO	Re-check PO Document Tolerances and Re-budget check	Required if changes were made to the PO after dispatching.
20	PO	Reconcile PO	Updates close amount and closes PO
21	PO	Budget Check PO	Reverses any outstanding budget ledger encumbrances.
22	PO	Reconcile Requisition	Closes Requisition
23	PO	Budget Check Requisition	Reverses any outstanding budget ledger pre-encumbrance

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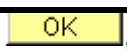
NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the State of North Dakota.

NOTE: Throughout this training manual, you will be asked to click 

,

, or

while entering information. It is important to remember that clicking OK just accepts the information on a sub-page and returns you to the main page. It does not save the information if you exit the transaction. Only the Save button actually saves the information you have entered. Clicking Refresh updates the display to incorporate the information and defaults you have entered.

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CREATING A DIRECT PO

OVERVIEW

In PeopleSoft, each Purchase Order is comprised of the following Levels:

Header – Information about the entire PO. There is only one Header per PO.

Lines – Information about the items being purchased. A PO should have a separate Line for each different item requested.

Schedules – Every Line has one or more Schedule. Multiple Schedules are needed only if there is more than one Due Date or Ship To location required.

Distributions – Every Schedule has one or more Distributions. Distributions determine which ChartField values the scheduled amount will be charged against within the organization. Multiple Distributions are needed only if an item should be changed against more than one ChartField string. Distribution information is internal and therefore not dispatched to vendors.

In addition to creating a Purchase Order from a Requisition, a PO may also be entered directly into PeopleSoft. This section addresses the creation of a direct PO.

The steps in creating a direct PO are:

Enter a new PO
Budget check the PO
Approve the PO
Dispatch the PO

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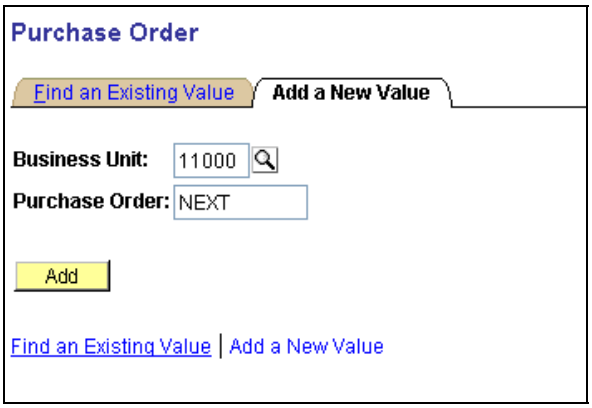
STEP 1 – ENTER NEW PO

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*



Business Unit – Defaults to the User's Business Unit. Verify that the business unit is correct.

Purchase Order – Defaults to "NEXT". DO NOT CHANGE. The system will auto-number all POs.

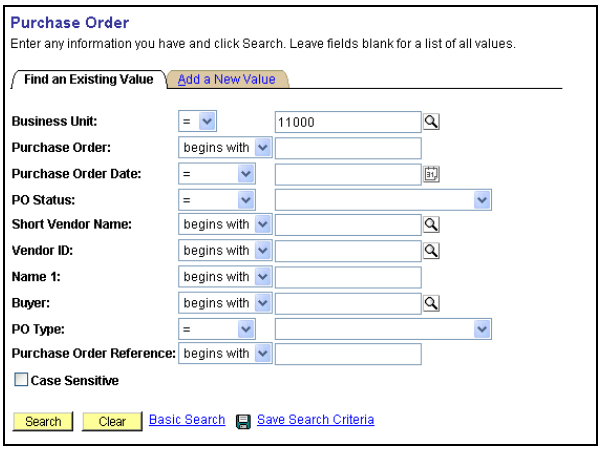
Click "Add"

. This will transfer you to the **PO Form** page.

To work with an existing PO use the following navigation.

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

Go to the "Find an Existing Value" Tab and select the desired PO(s) using the following page:



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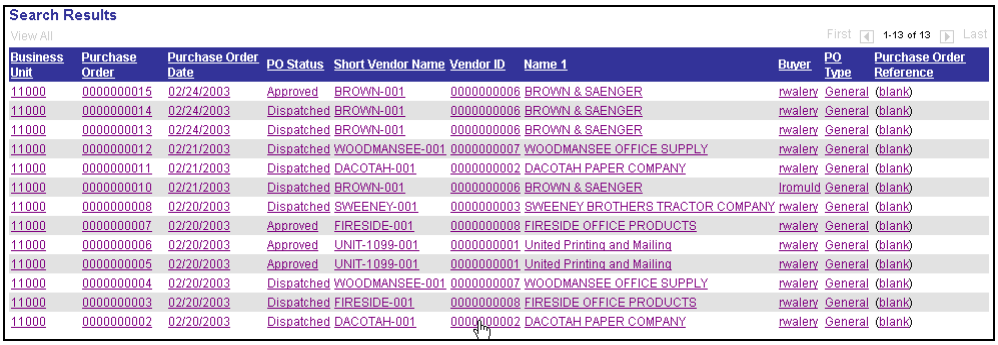
Click “Search” Search.

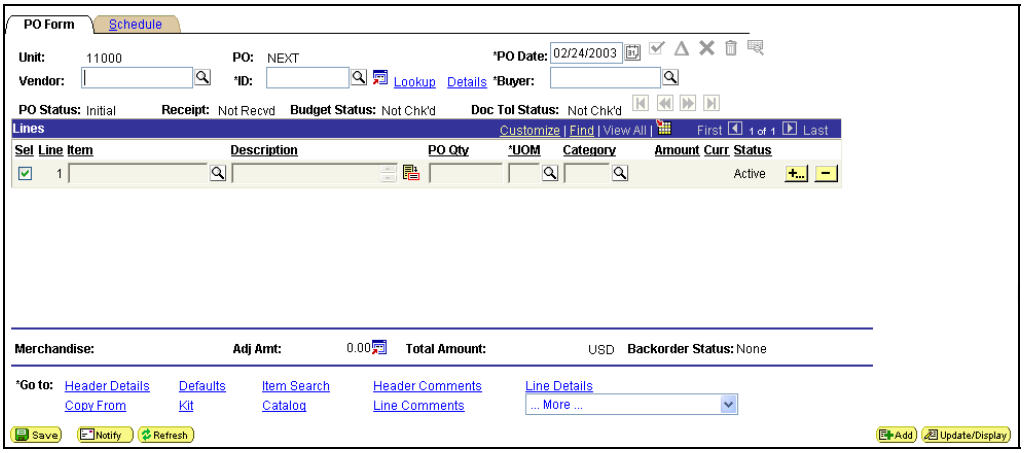
If the selection criteria used is true for more than one PO, the following Search Results list will appear:



Select a PO by clicking on the appropriate line.

When you “Add a New Value” the following blank PO Form page will be available for entry.

PO FORM PAGE



PO Date – The default is the current system date. This date can be changed if necessary. This field does *not* define the accounting date for the PO. The accounting date is defined on the header page.

Vendor / ID – Select a vendor. A PO can only have one vendor.

> **NOTE:** If the PO had been copied from a Requisition, Bid, or Contract, the vendor would default into the field.

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Buyer – Enter the Buyer. A PO can only have one buyer.

PO Status - The status of the entire PO. New POs have a PO Status = *Initial.*
The PO Status changes as the PO is processed. The PO may have one of the following statuses:

- Initial
- Open
- Pending Approval
- Approved
- Dispatched
- Canceled
- Complete

Receipt – The receipt status of the PO. New POs have a Receipt = *Not Received.*
Receipt Status values as the PO is processed are one of the following:

- **N** – Not Received
- **P** – Partially Received
- **R** – Fully Received

Budget Status – The budget status for the PO. New POs have a Budget Status = *Not Checked*.
Budget Status values as the PO is processed are one of the following:

- **N** – Not Checked
- **V** – Valid
- **E** – Error . The text is enabled as a link, which you can click to access the Purchase Order Exceptions page where you can view budget check exceptions for this PO. Users with appropriate authority can override the budget exceptions on the Purchase Order Exceptions page.

Doc Tol Status – Displays the status for the document tolerance. New POs have a Doc Tol Status = *Not Checked*.

The system runs the Document Tolerance process before Budget Checking when you click the Budget Check button, or you can run the process separately. Document Tolerance checks the change in percentage or a fixed dollar amount between the purchase order and requisition at the ChartField distribution level. Doc Tol Status values as the PO is processed are one of the following:

- ***N:*** Not checked. The purchase order requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.
- ***V:*** Valid. The purchase order has passed document tolerance checking.
- ***E:*** Error. Exceptions were generated for the purchase order during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page, **if you have authority to do so**.

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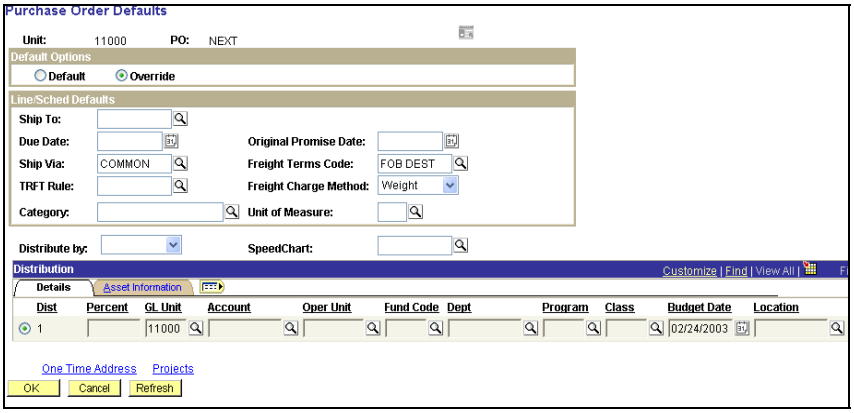
NOTE: For the State of North Dakota agencies, document tolerances are set by Department and are +/- 10% or +/-$100, whichever is less. This may change as a result of the pilot.

Before entering any other information on the new PO, click on the Defaults hyperlink. The Defaults page allows the user to set values for Schedule and Distribution fields that will repeat for every Schedule and Distribution added to the PO. The feature works only when the page is populated before entering line items. POs built from a Requisition use the Requisition values.

PURCHASE ORDER DEFAULTS PAGE

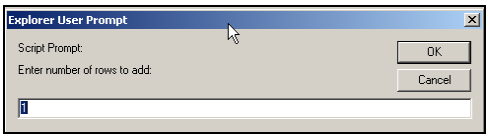


Override – Make sure this box is checked. It will ensure that the information you enter on the defaults page will override any other default information that might come from the buyer, item, category, etc.

Line /Schedule Defaults – Enter Ship To, Due Date, Category, UOM, and any freight information that you want to default in for all lines and schedules.

Distribute By – Select either Quantity or Amount

Distribution – Enter the ChartField distribution defaults. If a split distribution is needed, enter the percent for the first distribution and press the +... button to insert additional row(s). The following popup page will appear requesting you to enter the number of rows you wish to add:



Click OK to return to the **PO Defaults** page.

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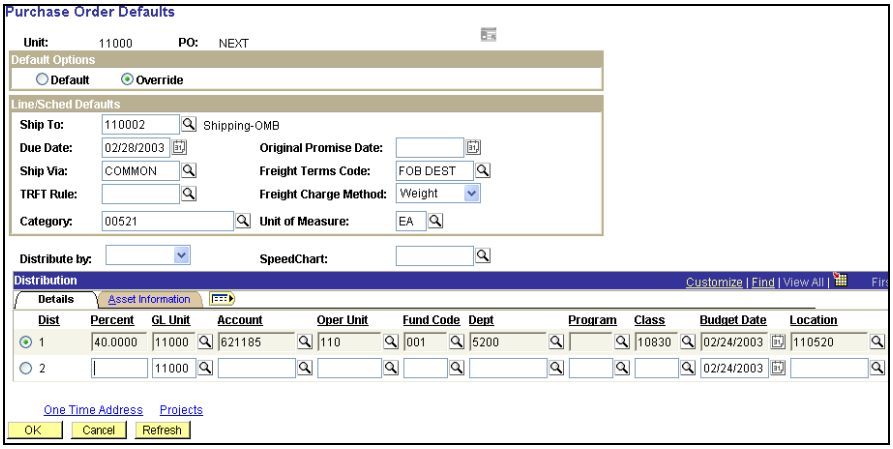
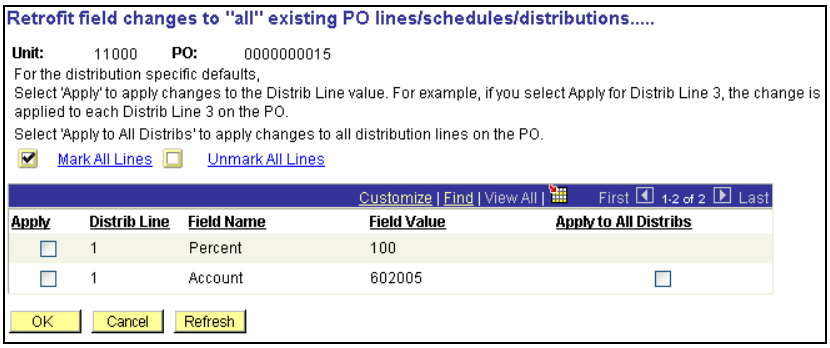


Enter the percent and ChartFields for the second distribution.

Click OK when all distribution defaults have been entered. This will return you to the PO Form page.

If you make a change to the defaults after you have entered line information, the system will ask you whether you want to retrofit the changes to all PO lines, schedules, and distributions. You have the option to apply the change to all lines by clicking on **Mark All Lines** checkbox or just to selective lines. In the example below, a change was made to a default distribution only. If the change is to a default Chartfield, you have the option to apply the change to all distributions on all lines by clicking on the **Apply to All Distribs** checkbox or to just selective distribution lines by checking the **Apply** box next to the **Distrib Line**.



Once all of the defaults have been entered, click OK. This will return you to the PO Form page.

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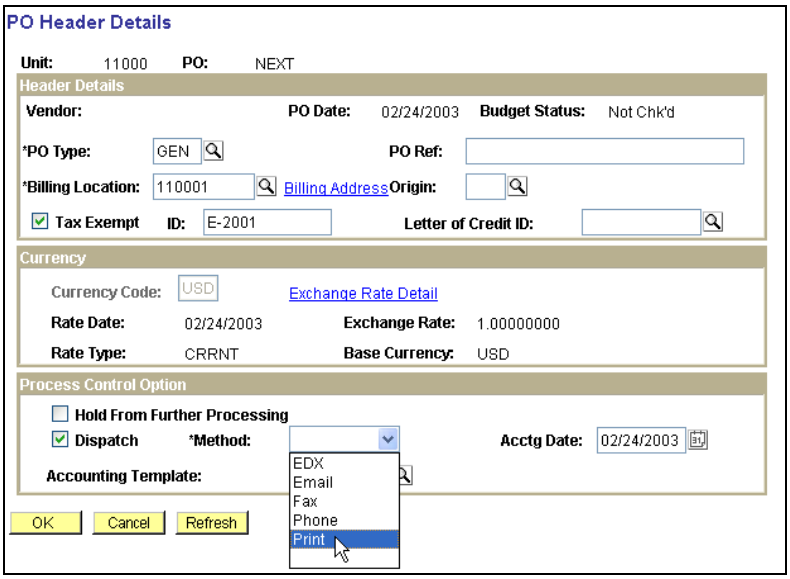
Click the Header Details link on the **PO Form** page.

PO HEADER DETAILS PAGE

Information entered on this page is associated with the entire PO.



PO Type – This field will establish the type of PO being created. Select from the lookup .
The State of North Dakota will use the following PO Types:

-

Billing Location – A required field that identifies the address where invoices should be sent such as the main office of a Department. Verify the default billing location.

PO Reference – Enter a PO reference number, if required. On a PO created from a Requisition, this field will default to the Requisition ID. On a PO created from an RFQ, this field will default to the RFQ ID.

Origin – Select from the lookup . For the State of North Dakota, each agency will define their unique set of Origin Codes.

Hold from Further Processing – Processes will not run against a PO if this box is checked.

Dispatch – The default is "on." This indicates that once the PO has been successfully checked for Document Tolerances and Budget Checking, the PO is scheduled for the next Dispatch process. To prevent Dispatch set to "off".

Method – Defaults from the Business Unit definition. Method can be overridden with any valid value as needed. Valid values are: Print, Fax, Email, Phone, EDX.

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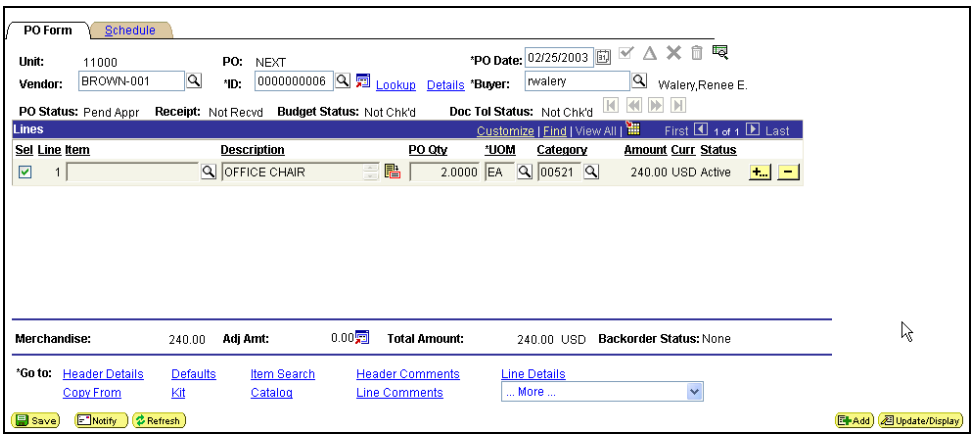
NOTE: For the State of North Dakota agencies, the Dispatch Method can vary by Agency.

Accounting Date – Defaults to the system (current) date when the PO is saved. DO NOT CHANGE.

Template – Defaults to Standard and is the accounting template that defines the credit entries. DO NOT CHANGE.

Click OK. This will return you to the **PO Form** page.

PO FORM PAGE



LINES:

Enter the information for each line in the Lines section of the PO Form.

Item ID (Optional) – Select the Item ID being purchased. Items can also be selected from a catalog by selecting the Catalog link at the bottom of the page.

Item Description – Describes the item being purchased. Up to 254 characters will default if Item ID is used.

PO Qty – Enter the number of items being ordered.

UOM – (Unit of Measure) Valid Values can be chosen from a drop down box. UOM will default if Item ID is used or if the UOM was specified on the Defaults page.

Category – Enter a Category from the drop down box. The Category will default if it was specified on the Defaults page.

Press Refresh. The Amount will default into the field if the item selected has a pre-defined unit price.

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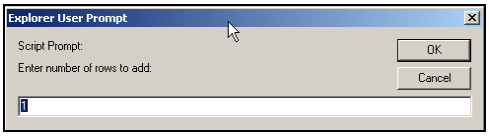
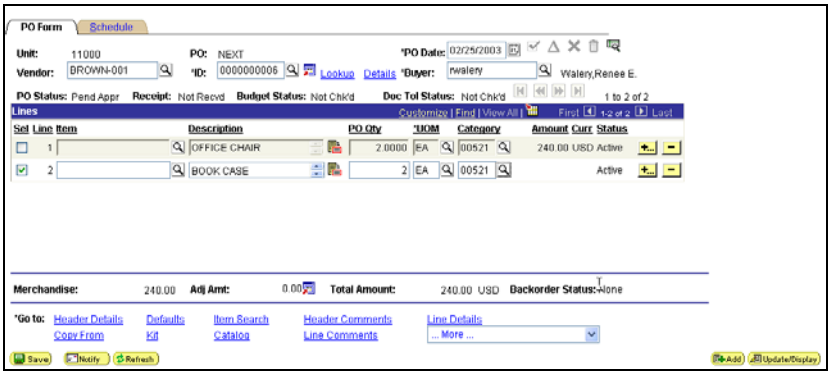
To add additional line items to this page, place the cursor in one of the line item fields already entered and either press the Alt + 7 key or use the Insert Row button +...

The following popup page will appear requesting you to enter the number of rows you wish to add:

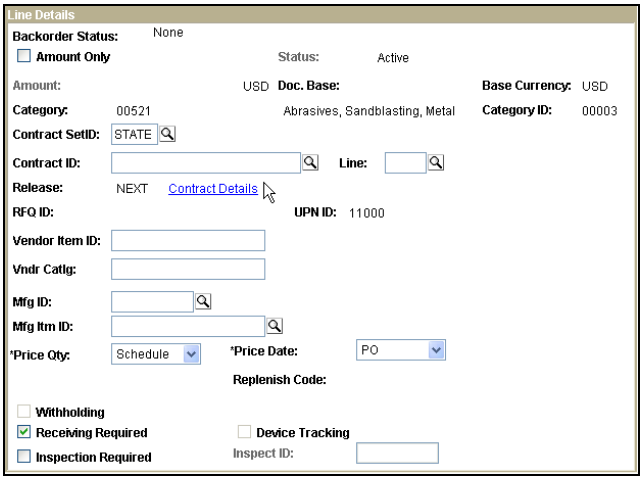


Click OK. Enter the line information for Line 2.



Click on the Line Details link.

LINE DETAILS PAGE



This page contains more Line specific information. Any changes to the field values on this page will be associated with its PO Line only.

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Amount Only – ✓ to designate the line as an amount only line. This will set the PO Qty value on line to 1, and the quantity field will become unavailable.

Category – This field is required and defaults to the category of the item being purchased.

Contract ID / Line – Will be used to reference the Contract number and line (when applicable).

> **NOTE**: If you have selected an item that is associated with a Vendor Contract, you will not be able to save the PO unless you enter the Contract ID and Line number.

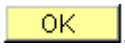
Vendor Item ID / Vndr Catlg / Mfg ID / Mfg Itm ID – Add the vendor information for each item, if needed.

Price Qty & Price Date – These fields define the quantity and date to be used to determine price adjustments if defined by an item/vendor relationship. DO NOT CHANGE THESE FROM THE DEFAULT VALUES UNLESS SPECIFICALLY INSTRUCTED TO DO SO.

Withholding – This defaults from the Vendor setup. On this page, it is possible to override the default.

Receiving Required – The default is set to check ✓. Uncheck this option for POs that will NOT require receiving.

Inspection Required– The default is set to not checked. Specifies an inspection route for the item. This function is being used on specific items only.

Click 

. This will return you to the **PO Form** page.

Select a Line (Sel ✓) on the PO Form page and then click on the Schedule Tab.

SCHEDULE PAGE

PO Schedules are used to provide further detail on the purchase of an item. This includes Due Date, Ship To location, and the Price of the item ordered. There can be multiple Schedules for each Line to accommodate different Ship To locations or Due Dates.

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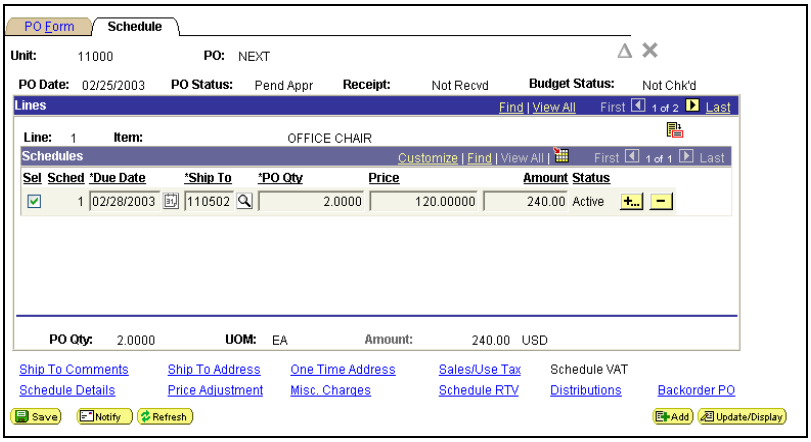


NOTE: When in Update/Display mode, to make the lines of this page visible, they must be refreshed by clicking the Refresh button before refreshing the schedules page.

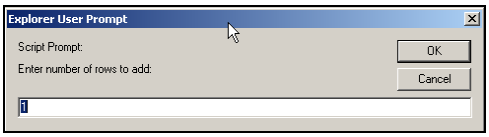
Due Date – Verify the Due Date for each schedule on each PO line. The due date is the date that a product/service is needed to be in the requester's hands. For services, it could serve as the completion date or the start date of the work. Check with your agency specific rules to determine how the due date for services will be used.

Ship To – Verify the Ship To location. A drop down box of valid values is available. This field may default from specific Ship To's created from the PO defaults page.

PO Qty – This field defaults from the Lines page. If a partial quantity is applicable to the schedule, type the appropriate quantity and insert new Schedules for the remainder. This accommodates multiple Ship To locations for the same Line (item) on the PO.

Price – User must input price of the item.

To add additional Schedules for this Line, either press Alt + 7 or use the Insert Row button +... .
The following popup page will appear requesting you to enter the number of rows you wish to add:



Click OK. A second schedule row will be inserted.

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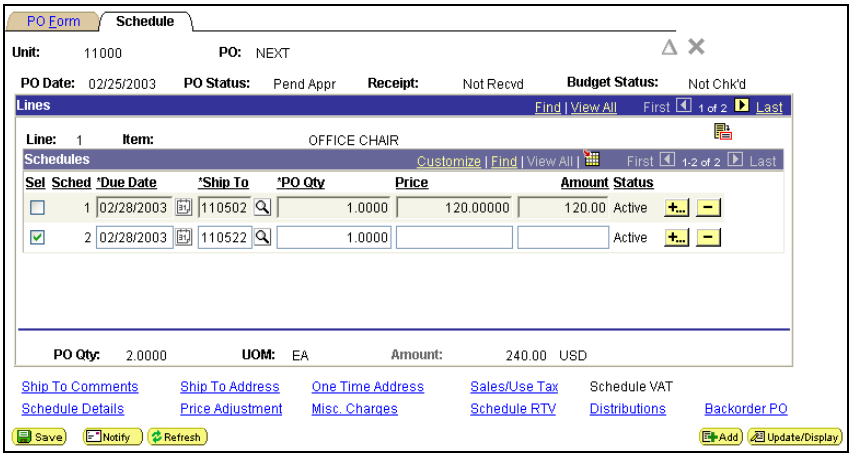
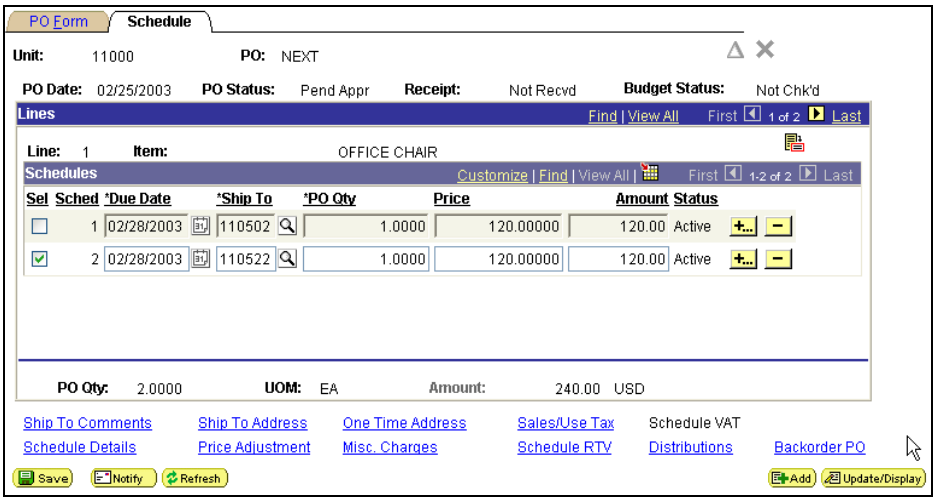


Add the schedule information for Schedule 2 of Line 1.

Due Date – Change the due date for Schedule 2 if the goods will be delivered on different date than Schedule 1.

Ship To – Change the Ship To location for Schedule 2 if necessary.

PO Qty – change the quantity on Schedule 1 to the number that will be received on that schedule. Add the quantity you are ordering on Schedule 2. Press Refresh to refresh the amount fields for both schedules.



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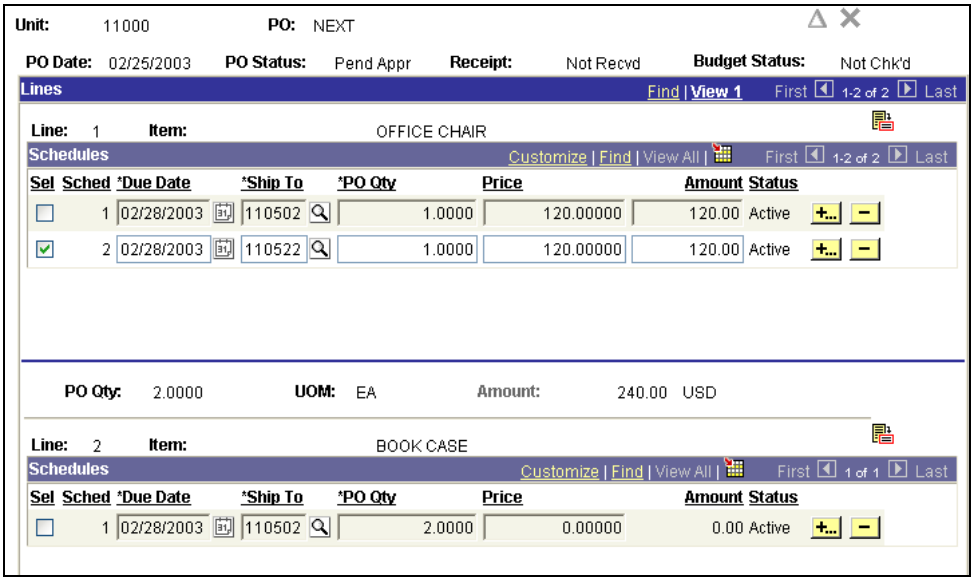
NOTE: When there are multiple lines on a PO, the system will display only the line that you selected (Sel ✓) on the PO Form page and its associated schedules. The Find | View All First 1 of 2 Last display indicates the number of PO Lines available for viewing. To view the remaining lines and their schedules, either press the ▶ to go to the next line or press View All to see all of the lines and their schedules in the scroll area (as shown below). To return to viewing only one line and its associated schedules, press View 1.

In the example above, the View All display is highlighted and it indicates that there are two lines for this PO. If you press View All, you will be able to see both lines in the scroll area as shown on the page below.



Complete the schedule information for each PO Line.

Make sure that the total quantity of all Schedules for a single Line equals the total quantity for the Line.

Select Sel ✓ a schedule. Click on the Distributions link to transfer to the schedule **Distributions** page.

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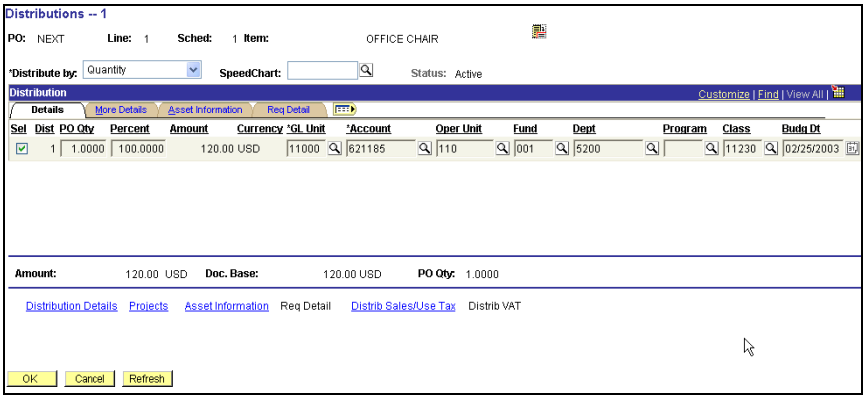
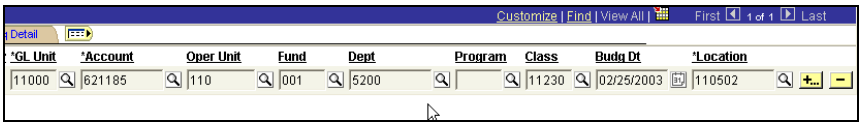
DISTRIBUTIONS PAGE – DETAILS TAB





This page identifies how Schedule amounts will be charged within the organization. The required ChartFields are entered for each Distribution allowing the item to be charged to multiple sources. The page also allows the allocation of the price by amount or quantity. Use Alt + 7 or the Insert Row button to add another accounting Distribution. A location code must be input for each Schedule, representing an internal delivery destination.

If the distribution information was filled in on the Defaults page, the distribution information will already be visible on this page. Change the distribution as required.

> **Tip**: The Line and Schedule numbers that you are working with are displayed at the top of the page. Also, the number next to the Distributions page name indicates the Schedule number with which you are currently working.

Click on the **More Details** Tab.

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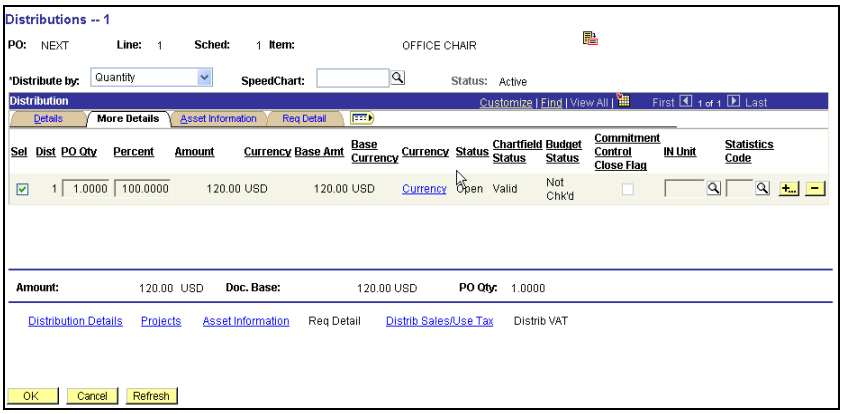
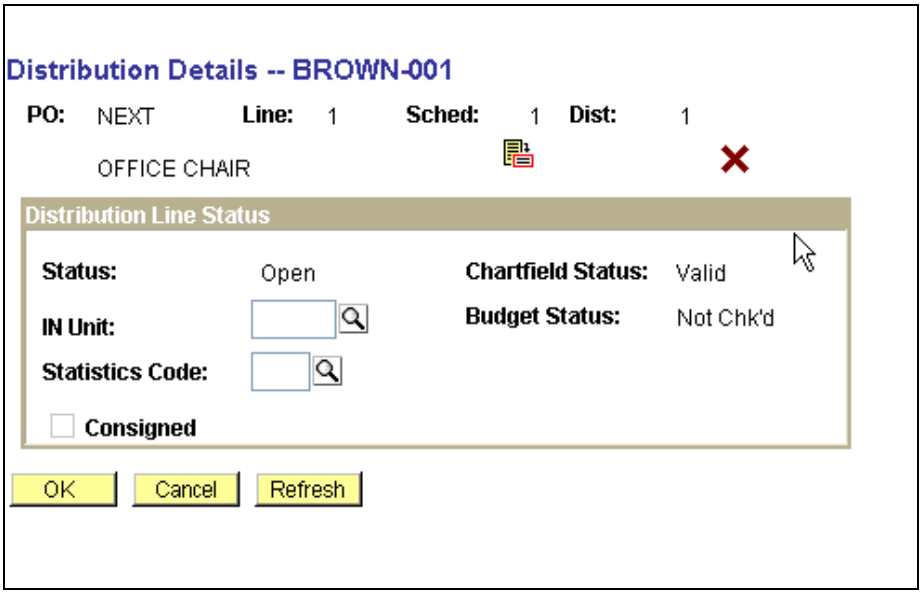
DISTRIBUTIONS PAGE – MORE DETAILS TAB



This page will display the Currency Information, Status, ChartField status, and Budget Status of this distribution.

Click on the Distribution Details link at the bottom of the page.

DISTRIBUTIONS PAGE – DISTRIBUTION DETAILS PAGE



Status – The status for the POs distribution.

IN Unit – Not used by the State of North Dakota at this time.

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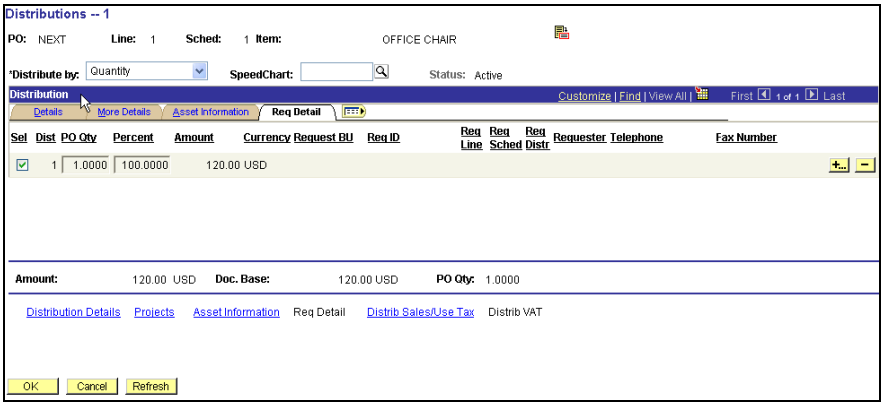
This page contains the Cancel Distribution button that cancels this page's corresponding ChartField Distribution. This button is to be used to cancel a distribution only after budget checking, when all fields except the Distribution's amount field will be grayed out. DO NOT use the button when all ChartFields appear in black. This will cause the system to encumber the canceled amount, which is not the desired effect. If a Distribution must be deleted before budget checking, click on the Delete icon next to the Distribution to be deleted.

Click OK to return to the Distributions page. Complete the distribution information for every Schedule on all PO Lines.

Click on the **Req Detail** Tab.

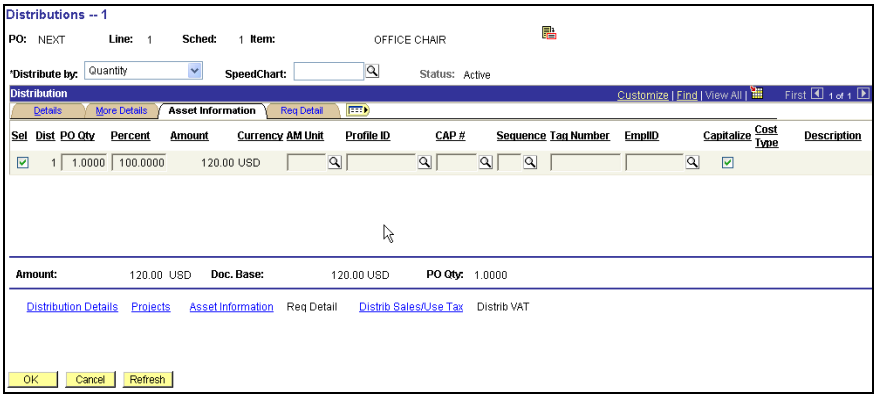
DISTRIBUTIONS PAGE – REQ DETAIL TAB



This page contains information about the requisition. If the PO had been copied from a requisition, the Requisition ID, Line, Schedule, Distribution Line and Requester information would be filled in.

Click on the **Asset Information** Tab.

DISTRIBUTIONS PAGE – ASSET INFORMATION TAB



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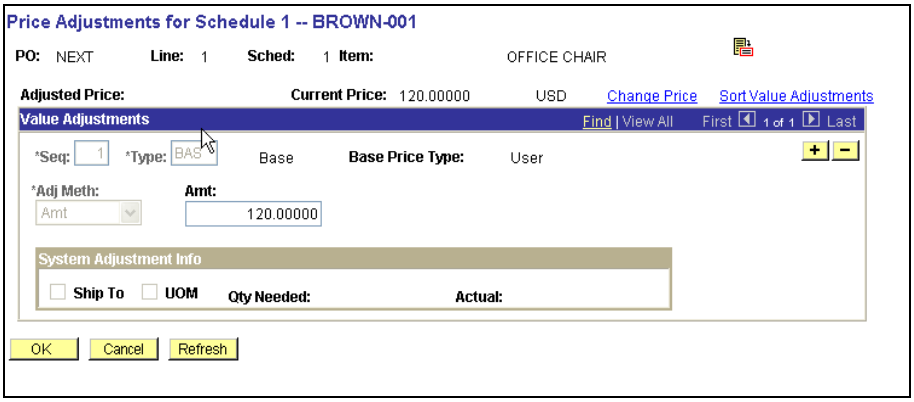
Allows the user to enter Asset information. This is not currently being used by the State of North Dakota.

Click OK to return to the **Schedule** page.

Click the Price Adjustment link.

PRICE ADJUSTMENTS PAGE



The **Price Adjustments** page shows the current price of a Schedule as type BAS and should not be changed. To add an adjustment type other than BAS, click on the Insert row button +. This is not currently being used by the State of North Dakota.

Click OK to return to the **Schedule** page.

Click the Schedule Details link to display the **Details for Schedule** page.

DETAILS FOR SCHEDULE PAGE

This further defines attributes about the items being ordered.

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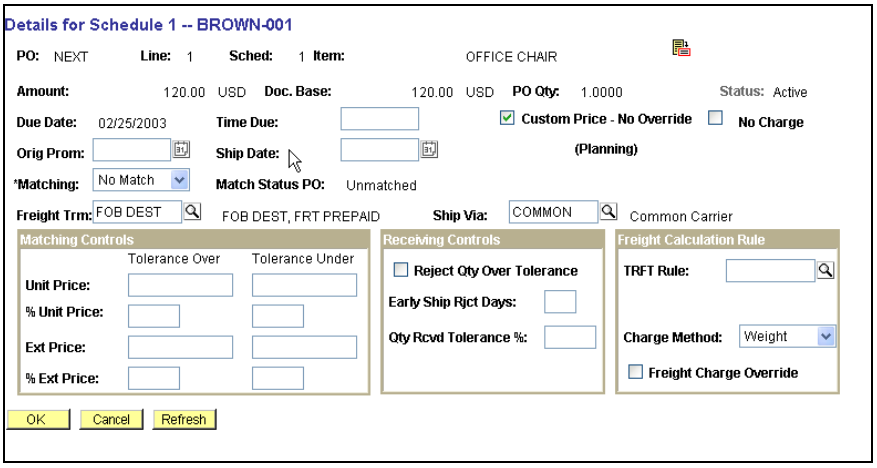
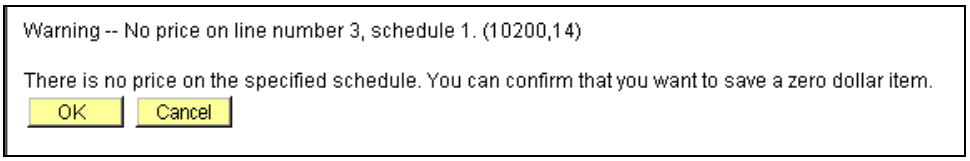


Amount – This is the item amount associated with this Schedule. This does not include such items as tax or freight.

Custom Price - No Override - This check box indicates to the system that a custom price has been put on the schedule.

No Charge – If selected this will indicate a zero-priced line and is considered a no charge item. You will get the following confirming message when you try to save the PO with a zero dollar schedule:



Org Prom – This is the date the Vendor promised the delivery of the item. This is used for tracking the Vendor's performance.

Ship Date – This is the date that the vendor actually ships the goods. This is used for tracking the Vendor's performance.

Freight Terms/Ship Via – These fields represent how and under what terms the vendor will get the goods delivered. They default in as FOB DEST and COMMON.

Matching – This will determine how this schedule will be matched for Payables payment purposes. The drop down box will list the following values:

- Full Match
- Evaluated Receipts Settlement (ERS)
- No Match

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This field will default to NO MATCH on the PO Header page as defaulted from the vendor table. May be changed if necessary.

Match Status PO – Read-only field identifying whether or not the item has been voucher matched.

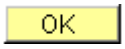
Matching Controls – These fields default from the Item Categories and define the tolerances that voucher matching process will use to evaluate PO to voucher dollar differences. If the differences are within the acceptable tolerances, the voucher will pass matching. If not, it will fail and the match status of the voucher will be *Error*.

Price Tolerances - The Unit Price, Ext Price, and their two Pcts, represent the unit price tolerance, the total amount tolerance and their respective percentages. Price Tolerance compares the actual price with the estimated price on the PO. When the difference exceeds either the unit or percent tolerance, matching fails. Extended total is similar, but looks at the extended price (quantity X unit price). If matching is not being used these fields should not be populated.

Receiving Controls – These fields determine the acceptable tolerances for receiving shipments.

Reject Qty Over Tolerance – Select this field to reject shipments when the quantity received is over the tolerance.

Qty Rcvd Tolerance % – refers to the quantity received and refers to allowing receipts that exceed PO quantities. This allows or disallows possible over-shipments and specifies the percentage of the quantity ordered that is allowed as an over-shipment.

Click 

to return to the **Schedule** page.

Click on the **PO Form** tab.

Click on … More… and select 11 – Matching.

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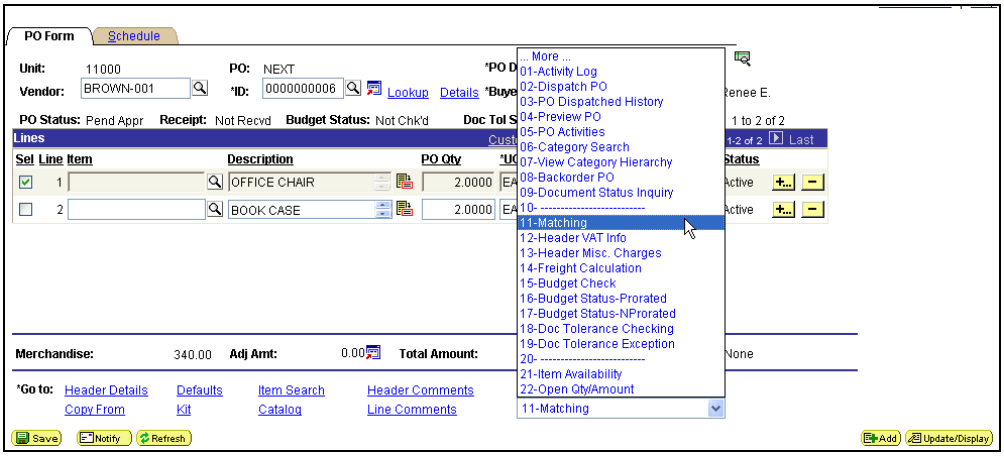
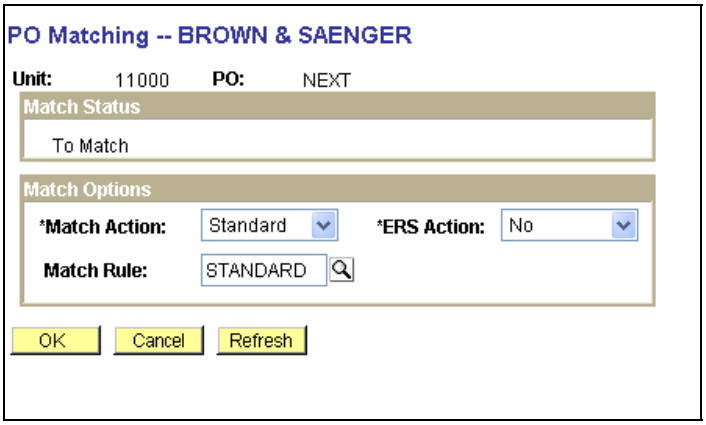


PO MATCHING PAGE

This page will determine how the schedule will be matched for Payables payment purposes.



Match Action – Controls the type of match rules you can add to this match rule control. Values include:
No Match: No match required.
Standard: Comprises two-way (PO to voucher), two-way (receipt to voucher), three-way, four-way, or ERS (evaluated receipt settlement) matching.

Match Rule – Select a Match Rule. The value for the State of North Dakota is *Standard.*

ERS Action – Defaults to No.

Click OK to return to the **PO Form** page.

Click on the Header Comments link at the bottom of the page.

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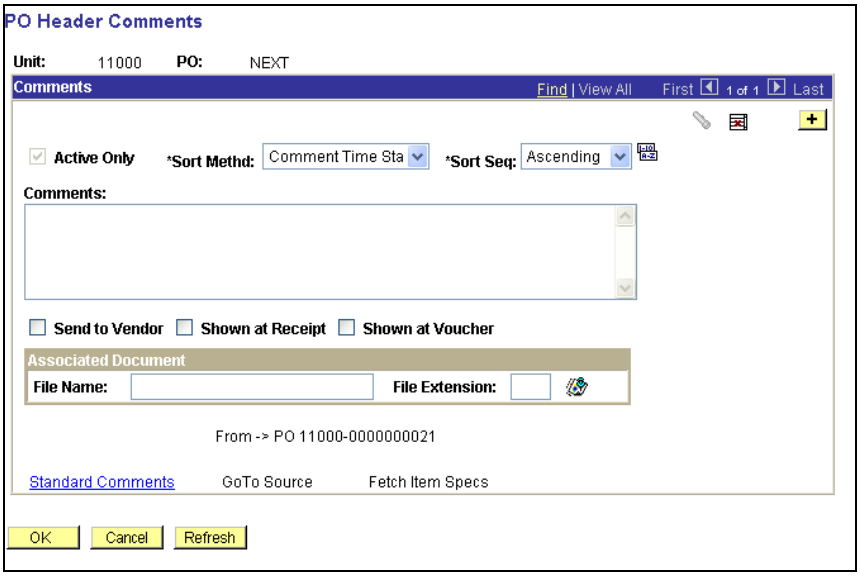
HEADER COMMENTS PAGE

This page is used to generate comments that can be applied to the entire PO. The comments can be both internal and printed on the PO itself. Frequently used comments can also be set up and accessed for addition to a PO.



Each Comment will be assigned a number and will be sorted based the methods indicated at the top of the page.

NOTE: Make sure that you add a header comment with the vendor's contact information. The buyer's name and phone number will default in otherwise.

Active –You can retrieve only the comments that are active by checking this box and pressing the Comments Load button . When you add a new PO, the box is selected and cannot be cleared.

Sort Method – Select one of the following:

- **Comment Time Stamp –** Sorts the comments by the time stamp assigned to them when they were created.
- **Vendor Flag –** Sorts the comments flagged to be sent to the vendor.

Sort Seq – Select from the dropdown list whether you want to sort comments in Ascending or Descending order.

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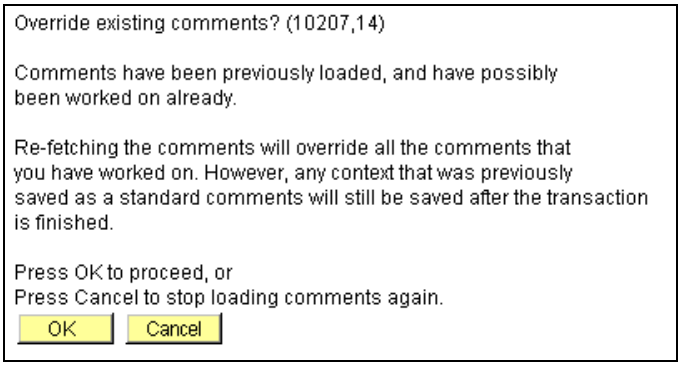
Click the **Comment Sort** button to sort all comments (active and inactive). The comments will be sorted based on the Sort Method and Sort Seq that you selected.

Click the Load Comments button to retrieve the comments that exist for this PO. If comments exist and have already been loaded, you will get the following message:



Click the **Delete button** to deactivate a current comment. If you deactivated a comment by mistake, press the . This button is visible only if you deactivated a comment.

Send to Vendor - This defaults to checked ✓. If you do not want a vendor to read this comment, make sure that you uncheck this box. If the comments are for internal use, leave the check box clear.

Shown at Receipt – Check ✓ if you want the comment to be visible on receipt documents.

Shown at Voucher - Check ✓ if you want the comment to be visible on vouchers.

File Name - Identifies a document associated with the PO. In the edit box, enter the File Name or path and its required file extension in the **File Extension** Field (e.g., doc, xls, pdf).

Click the **Launch File button** to transfer to the associated document (e.g., Microsoft Word, Excel, or PDF file).

Go to Source link – This link is only available if the comments being entered originated with another transaction (e.g., requisition). This option will allow you to view the originating source transaction.

Fetch Item Specs link – This link allows you to copy in as comments any detailed specifications for the item, if they have been established during item setup.

Standard Comments **-** Press on this link to choose a comment pre-defined as a Standard Comment.

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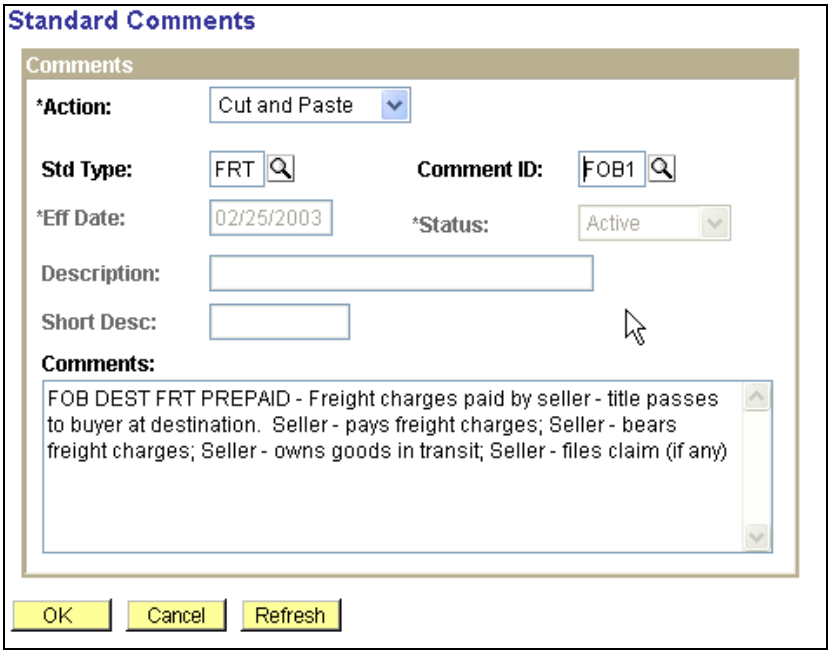
STANDARD COMMENTS SUB-PAGE

This page allows you to select pre-designated comments.



Action – Select “Cut and Paste” ONLY.

Std Type – Lookup the Standard Types available and select the one that you want to use.

Comment ID – Lookup the Comment ID numbers available and select the one that you want to use.

Click OK to return to the **PO Header Comments** page.

To add additional comments on the **PO Header Comments** page, click on the + button in the upper right corner of the comment page.

NOTE: When there are multiple comments, the system will display only the most recent comment. The Find | View All First 1 of 3 Last display indicates the number of comments available for viewing. To view the remaining comments, either press the ▶ to go to the next comment or press View All to see all of the comments in the scroll area. To return to viewing only one line and its associated schedules, press View 1.

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NOTE: On confirming PO's, a note to that effect MUST be put in the Header Comments. The Shown at Voucher box MUST be checked.

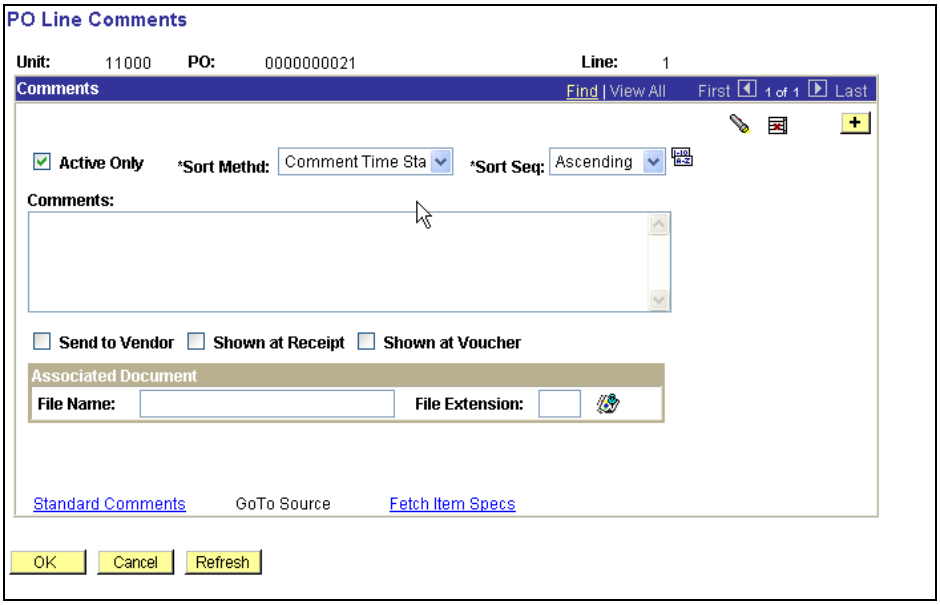
When you have finished entering your header comments, click OK to return to the **PO Form** page.

Click on the Line Comments link at the bottom of the **PO Form** page.

LINE COMMENTS PAGE

This page is used to generate comments that can be applied to a specific line on the PO. The comments can be both internal and printed on the PO itself. Frequently used comments can also be set up as Standard Comments and accessed for addition to a PO line.

The same fields are available here as on the PO Header Comments page. The **Send to Vendor** checkbox will default to checked.



Click OK again to return to the **PO Form** page.

Click on the Save button to save the PO. Note the PO number.

Also, note that the PO Status = *Pend Appr* and the Doc Tol Status = *Valid*. On a Direct PO, when a new PO is saved, the PO Status changes from *Initial* to *Pend Appr.* In addition, since there is no Document Tolerance checking on direct POs, the Doc Tol Status automatically changes from *Not Checked* to *Valid*.

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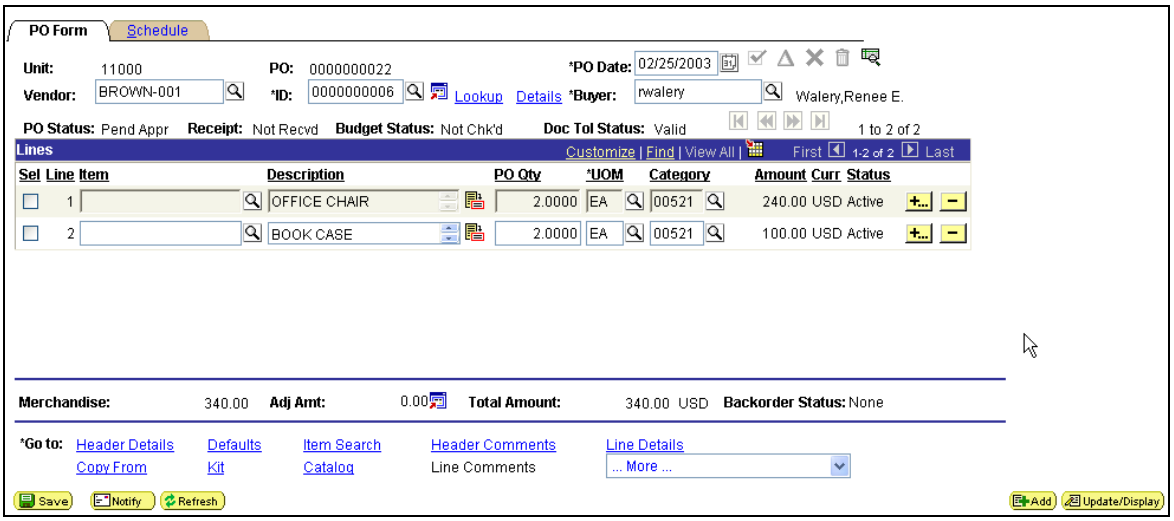

STEP 2 – BUDGET CHECK THE PURCHASE ORDER

Once the PO has been entered and saved successfully, you can now budget check it.

Budget Checking a PO is subject to budget authorization. Budget authorization requires that each Distribution contain valid ChartFields and have adequate funding available to encumber the PO. The PO budget checking process compares each PO Distribution against the appropriate budget and sets the **Budget Status** on the PO to indicate whether it has passed and is now eligible for further processing.

When the budget check has been successful, the **Budget Status** on the PO Form, Schedule, and Distribution pages will change to *Valid.* If budget checking fails, the Budget Statuses will change to *Error* and an error message is generated.

Budget Checking will be run as part of unattended batch processing daily at night, but can also be run online to expedite the dispatch of a PO.

There are two ways to run Budget Checking online. The first is the Budget Check button on the PO Form page. The second is to run the batch process - PO Budget Check. The second option allows the processing of individual POs, a range of POs, or the processing of all POs in the Business Unit.

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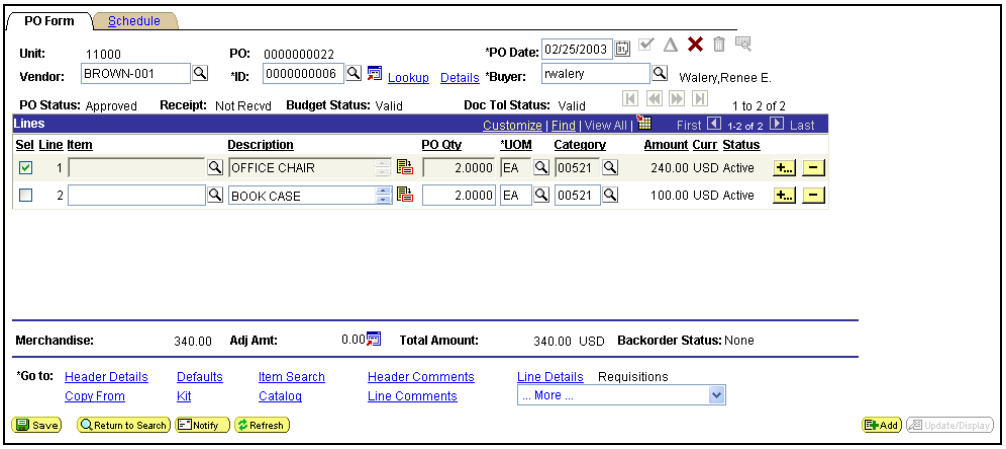
BUDGET CHECKING FROM THE PO FORM PAGE

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*



On the PO Form page, press the budget check icon. If the budget check is successful the Budget Status = *Valid*. If the budget is unsuccessful, the Budget Status = *Warning* or *Error*. If an error occurs, review the Budget Inquiry and Correcting Budget Checking Errors section in this manual.

Once budget checking is run, one or more of the following icons will become available:

- Click to approve the PO. This is grayed on direct POs. It is un-grayed on POs created from RFQs.

- After a PO has been dispatched, it is eligible for change order tracking and the Create Header Change icon will be available for use.

- Click to cancel a PO. Once a PO is canceled no changes can be made to it. Cancellation is irreversible and a new one must be created. This is discussed in more detail in the **Canceling a Purchase Order** section of this manual.

- Deletes the PO header and all records associated with it. You will receive a message to confirm the deletion of the PO. Only authorized users will have this field available to them.

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BATCH BUDGET CHECKING PURCHASE ORDERS

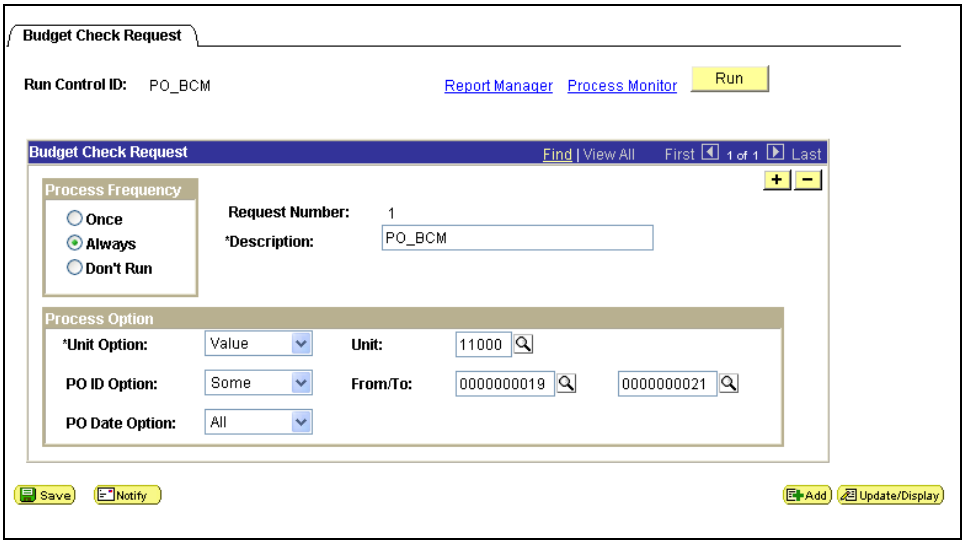
Navigation: *Purchasing > Purchase Orders > Budget Check*

Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Budget Check Request** page below.

If using the process for the first time, users must create their own run controls by selecting "Add a New Value" instead of "Find an Existing Value". Type in a name for the **Run Control ID**, such as PO_BCM for PO Budget Check. Click Add.

You will be transferred to the **Budget Check Request** page.

BUDGET CHECK REQUEST PAGE



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Process Frequency – Select *Always*

Description – Enter description for the Run Control.

Unit Option – Select *All* to process all Business Units or select *Value* if you want to process only one Business Unit. If you select *Value*, the **Unit** field will become available next to the Unit Option field. Enter the Business Unit or click on and then click on Look Up to select from the valid list of Business Units.

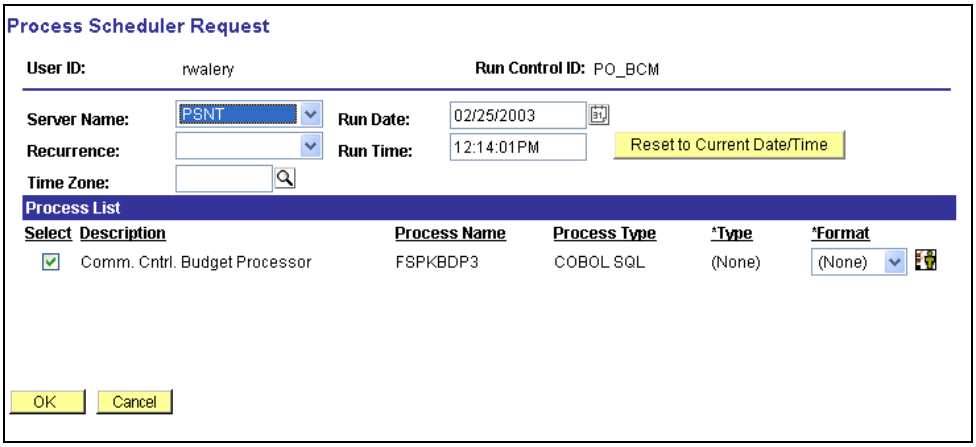
PO ID Option - Select a single PO to be processed (*Value*), a range of POs (*Some*), or All POs (*All*). If you select *Value*, the **PO ID** field will become available next to the PO ID Option field. Enter the PO ID or click on and then click on Look Up to select from the valid list of POs. If you select *Some*, the *From/To* fields will become available next to the PO ID Option field. Enter the PO ID range or click on and then click on Look Up to select from the valid list of POs.

PO Date Options - Select *Value* (a specific date), *Some* (a range of dates), or *All*. If you select *Value*, the **PO Date** field will become available next to the PO Date Options field. Enter the PO Date or click on to select a date from the popup calendar. If you select *Some*, the *From/To* fields will become available next to the PO ID Option field. Enter the PO Date range or click on to select from the popup calendar.

Press Save. This will save your Run Control settings for use in the future.

After your selections have been made, click Run to open the **Process Scheduler Request** page.

PROCESS SCHEDULER REQUEST PAGE



Server Name – PSNT

Click OK to run the Commitment Control Budget Processor and complete the process. If successful, the BCM status on the PO will be *Valid*.

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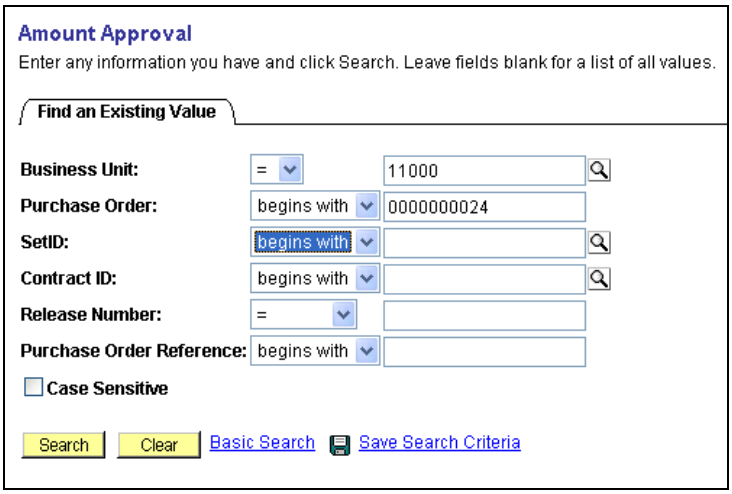
STEP 3 - APPROVE THE PO AMOUNT

Once the PO has been successfully budget checked, navigate to the following page to approve the PO amount and activate the appropriate workflow approvals.

Navigation: *Purchasing > Purchase Orders > Approve Amounts*



Enter the **Business Unit** and **Purchase Order**. Click Search.

Note: If you are on the PO Form page after successfully budget checking, navigating to the PO Approval page from the PO Form page will bypass the search page above and take you directly to the PO Approval page below.

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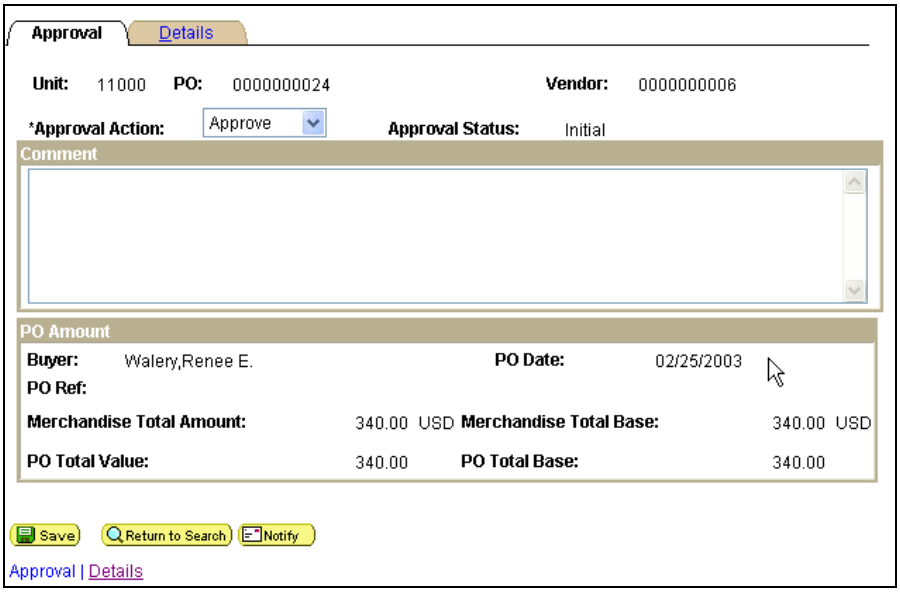
PO Approval Page



Approval Action – Defaults to Approve.

Approval Status – Before saving, the Approval Status = *Initial.*

Press Save. The status will change to *Complete* and the PO will enter workflow for supervisor approval routing.

Step 4 - Dispatch the PO

Once the PO has obtained the necessary workflow approvals, it is ready to be dispatched to the vendor. Depending on your specific agency rules, POs may be dispatched to print, e-mail or fax.

Navigation: *Purchasing > Purchase Orders > Dispatch POs*

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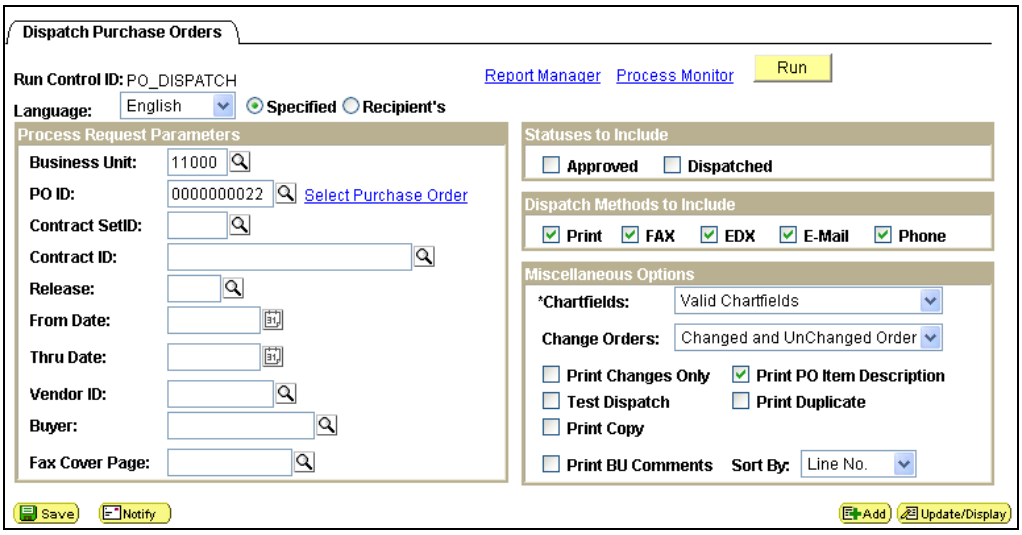
Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Dispatch Purchase Orders** page below.

If using the process for the first time, users must create their own run controls by selecting "Add a New Value" instead of "Find an Existing Value". Type in a name for the **Run Control ID**, such as PO_DISPATCH. Click Add.

You will be transferred to the **Dispatch Purchase Orders** page.

DISPATCH PURCHASE ORDERS PAGE



Select the criteria you wish to use for dispatching. There are several options available.

> **NOTE**: Each agency will determine it's own rules for dispatching POs. Check with your supervisor for the appropriate criteria to use. The criteria used in this example are for illustration purposes only.

Business Unit – Make sure that the correct business unit is entered.

PO ID – Enter a specific PO or leave the field blank to select all POs for the specified Business Unit.

Press Save.

Press Run. You will be transferred to the **Process Scheduler Request** page.

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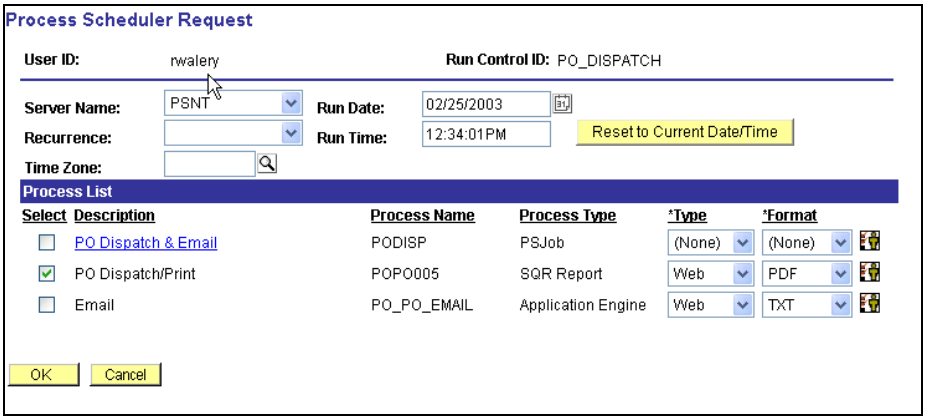
PROCESS SCHEDULER REQUEST PAGE

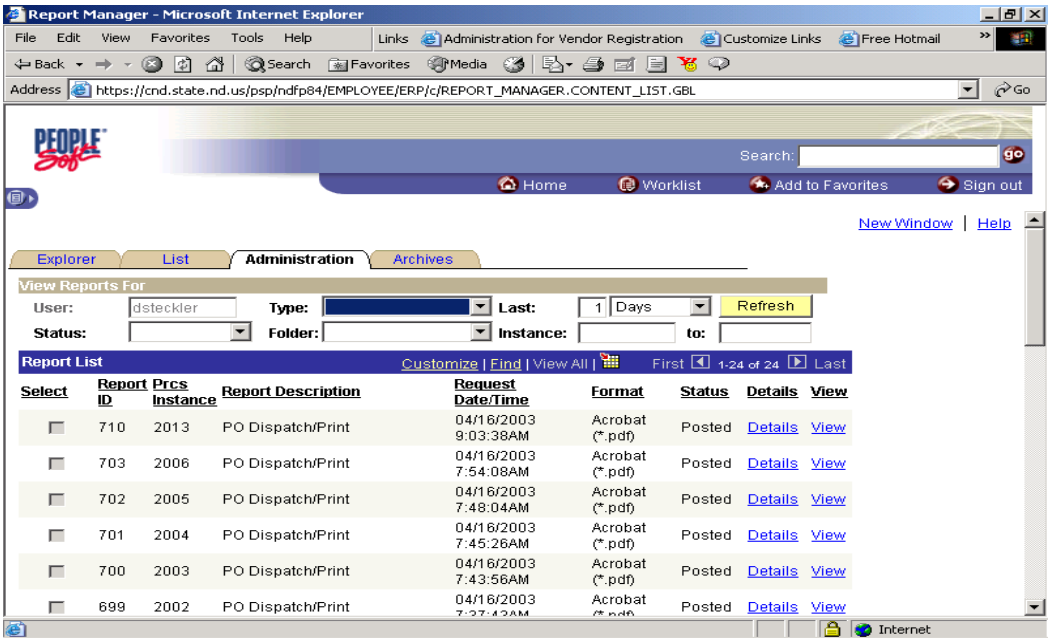


Server Name - PSNT

Select ✓ PO Dispatch & Print. Press OK to return to the **Dispatch Purchase Orders** page.

TO VIEW AND PRINT PURCHASE ORDERS

Reporting Tools/Report Manager/Administration



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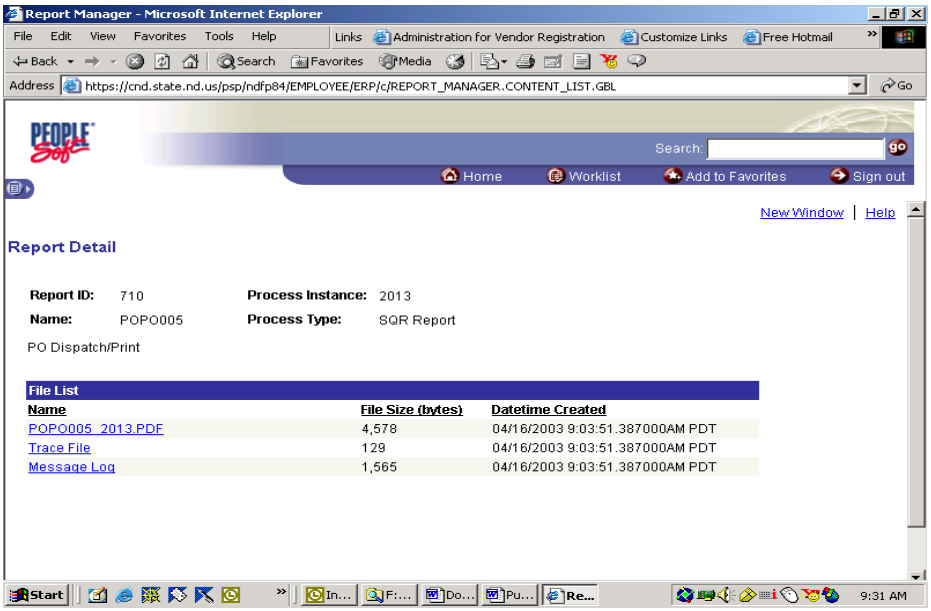
Make sure that the Run Status = Posted. If it says *Queued* or *Posting*, press Refresh until the status changes to Posted. If the status = *Error*, press the Details link. This will transfer you to the Process Detail page where you can click on the Message Log link to view the error message.

Once the Dispatch process has completed successfully, you can view the PO and print it. To view the PO, press the View link on the Process List page shown above. This will transfer you to the Report Detail page.



Click on the hyperlink that ends in .PDF (e.g., popo005 965.PDF) to view the PO document online.

A new window will open up taking you into Acrobat Reader to see the printed dispatched PO. The following is A SAMPLE DOCUMENT ONLY.

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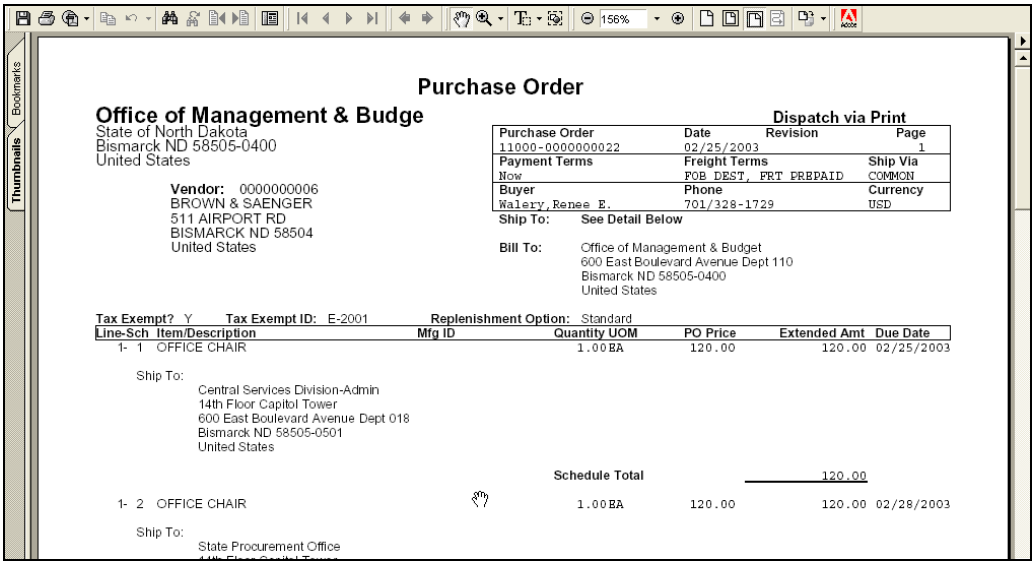

Purchase Order

Office of Management & Budge
State of North Dakota
Bismarck ND 58505-0400
United States

Dispatch via Print

Purchase Order	Date	Revision	Page
11000-0000000022	02/25/2003		1
Payment Terms	**Freight Terms**		**Ship Via**
Now	FOB DEST, FRT PREPAID		COMMON
Buyer	**Phone**		**Currency**
Walery,Renee E.	701/328-1729		USD

Vendor: 0000000006
BROWN & SAENGER
511 AIRPORT RD
BISMARCK ND 58504
United States

Ship To: See Detail Below

Bill To: Office of Management & Budget
600 East Boulevard Avenue Dept 110
Bismarck ND 58505-0400
United States

Tax Exempt? Y **Tax Exempt ID:** E-2001 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	OFFICE CHAIR		1.00	BA	120.00	120.00	02/25/2003

Ship To:
Central Services Division-Admin
14th Floor Capitol Tower
600 East Boulevard Avenue Dept 018
Bismarck ND 58505-0501
United States

Schedule Total 120.00

1- 2	OFFICE CHAIR		1.00	BA	120.00	120.00	02/28/2003

Ship To:
State Procurement Office

Press the icon to print a hard copy of the PO.

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BUDGET INQUIRY AND CORRECTING BUDGET CHECKING ERRORS

This section reviews how to inquire on budgets and how to troubleshoot budgeting checking and document tolerance errors, correct them and continue processing POs.

DOCUMENT TOLERANCES

Document tolerances set limits on the dollar amount or % that a PO can exceed a requisition amount before the system will generate a document tolerance error. Document tolerances are set by Fund code.

When a PO is budget checked the process **first** checks that the PO has not exceeded the document tolerances limits. If the PO passes, the Document Tolerance Status on the PO Form changes to *Valid* and the PO is then checked against the budget. If the PO exceeds the Document Tolerance limits, the Document Tolerance Status on the PO Form will change to *Error* and the PO will not be budget checked. The Document Tolerance error must be corrected or overridden (authorized users only) first and then budget checking re-run.

BUDGET CHECKING

Budgets for the State of North Dakota are maintained at the Appropriation, Appropriation Line, and the Organization levels.

Transactions will fail budget checking if there is at least one line that fails budget checking. If a transaction fails budget checking, you can either adjust the transaction or adjust the budget to handle the transaction. Only Users with appropriate security have the ability to override a budget exception or adjust the budget.

There are several reasons a transaction may fail budget checking. Examples are:

- Insufficient funds in the budget – the budget may be on hold, closed, or out of available funds.
- Budget date for the transaction is out of bounds.
- No budget exists.

The error message you receive when a PO fails budget checking is either a *Warning* or an *Error*. If a budget has been set up to allow budget override, you will get a warning message. If overriding a budget is not allowed, you will get an error.

You will be notified of budget checking exceptions either online if you budget check individual POs or querying transactions that were budget checked in batch.

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If you budget check online, you will see the budget checking status of the PO Header and PO Distribution Details changes from *Not Checked* to *Error* when the budget process has completed.

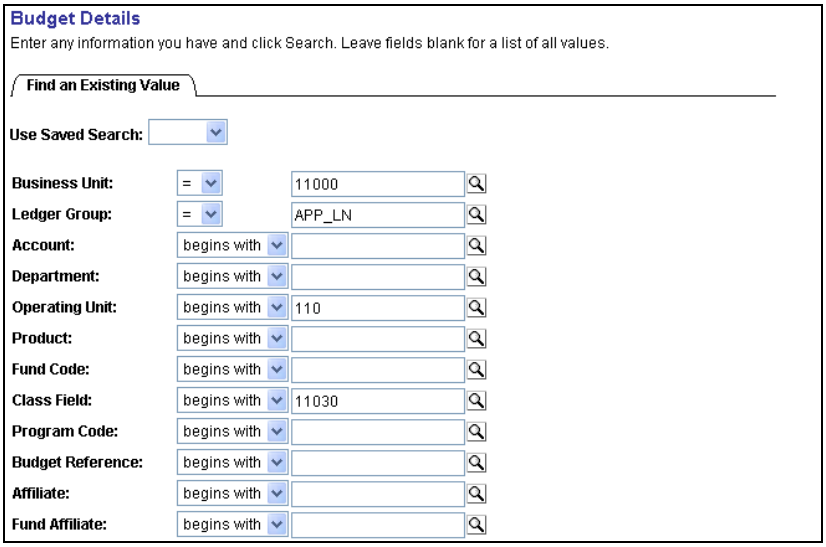
Correcting budget checking errors for transactions may consist of the following actions:

- Correct the Chartfield distribution, if entered in error.
- Change the amount on the transaction lines to conform to the budget limits.
- Change the budget amounts to allow more transactions to pass budget checking.
- Override the budget for a particular transaction (authorized users only).
- Override the entire transaction for all affected budgets. Only users with proper authority can perform this type of correction.

INQUIRING ON A BUDGET

To inquire on available funds for a particular budget, follow the navigation below:

Navigation: *Commitment Control > Review Budget Activities > Budget Inquiry > Budget Details*



NOTE: For the State of North Dakota, budgets are established in the APP_LN Ledger Group by Business Unit, Class-Funding, Department, Budget Reference, and Budget Period.

Enter the **Ledger Group** = ALLOT and as many Chartfield values as possible to narrow your search. Press Search.

All of the budget lines that meet your search criteria will be returned.

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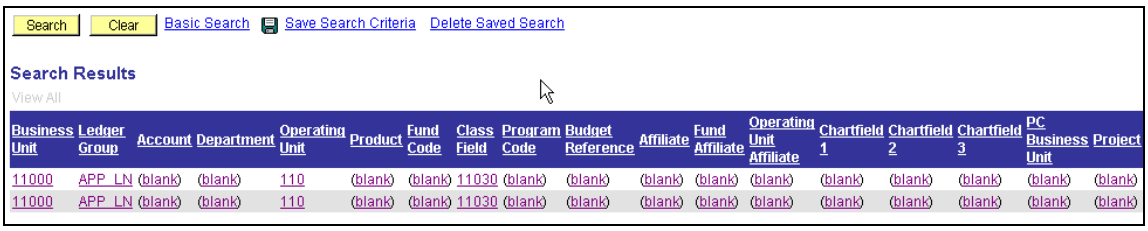
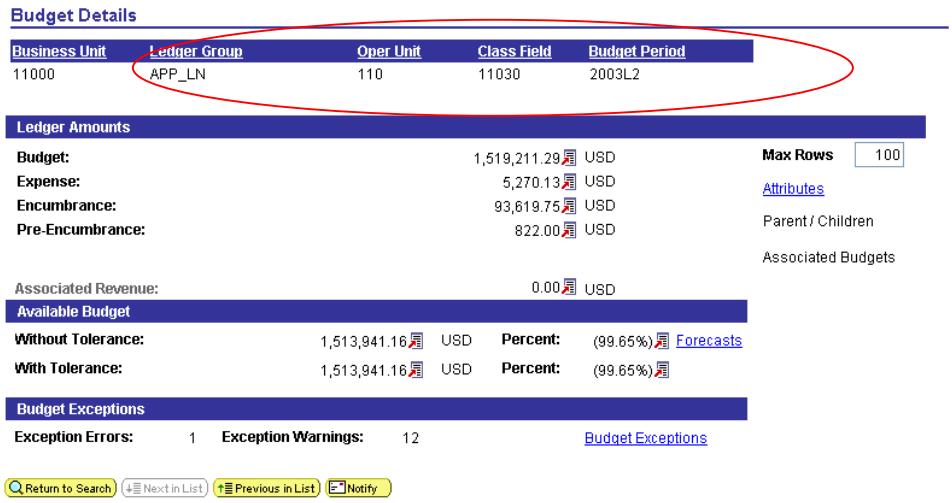


Select the specific budget you wish to view by clicking on it. The selected budget line criteria will be shown at the top of the **Budget Details** page.

BUDGET DETAILS PAGE

This is an inquiry page that shows the amount of available, pre-encumbered, encumbered and expended funds. From this page you can drill down to view budget journal lines, ledger entries, source transactions activities, budget exceptions, associated budgets, parent-child relationships, and budget activities.



Ledger Amounts

Budget – Total approved budget amount.

Expense – The total amount expended (direct and PO vouchered) for the given budget line.

Encumbrance – The total amount of funds encumbered by POs that has not yet been vouchered. This is configured for tracking only and will not reduce the available funds.

Pre-Encumbrance – The total amount pre-encumbered by Requisitions that has not yet been copied into a PO. This is configured for tracking only and will not reduce the available funds.

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- View related links

Available Budget – This section shows the amount of budget that is still available.

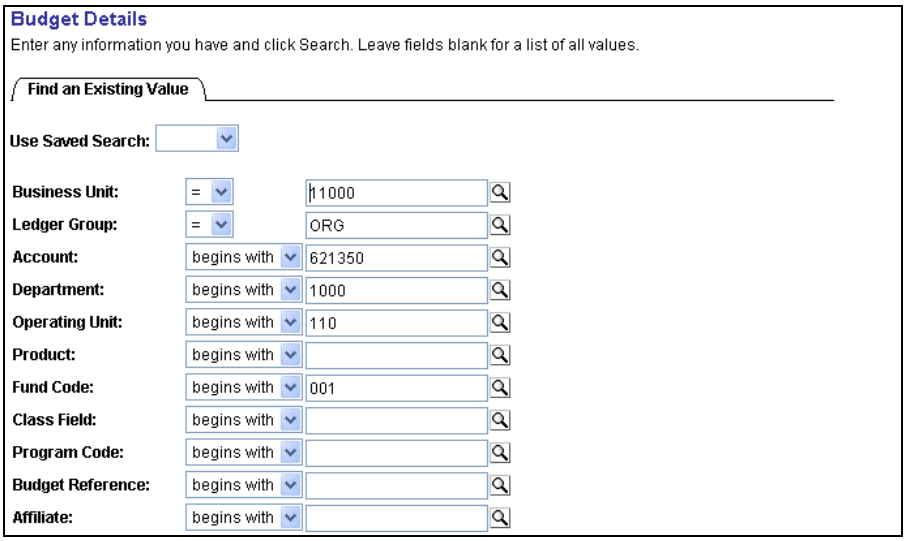
Without Tolerance – The total amount available, excluding the document tolerance percentage.

With Tolerance – The total amount available including the document tolerance percentages.

Budget Exceptions – This section shows the total number of exception errors and warnings outstanding against this budget.

INQUIRING ON A DEPARTMENT'S EXPENDITURES

To inquire on a specific department's expenditures, pre-encumbrances and encumbrances for a specific Business Unit / Dept/Account / Class-Funding / and Budget Reference, use the following search criteria:



Press Search.

The **Budget Details** page will show the budget activities for that specific department.

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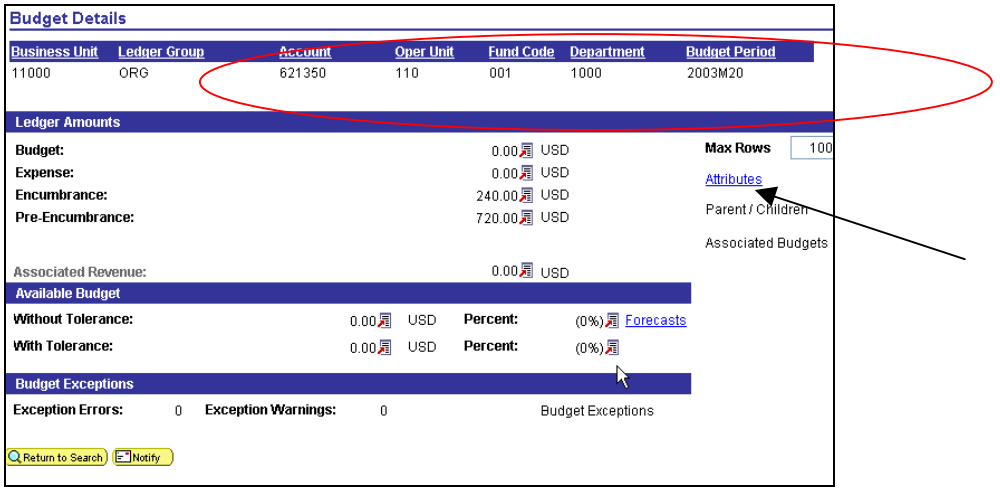
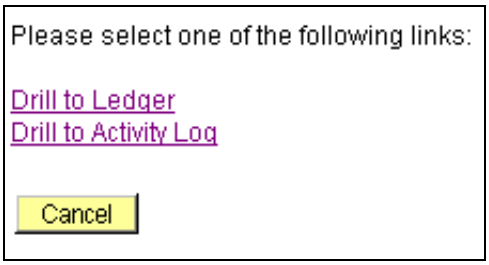
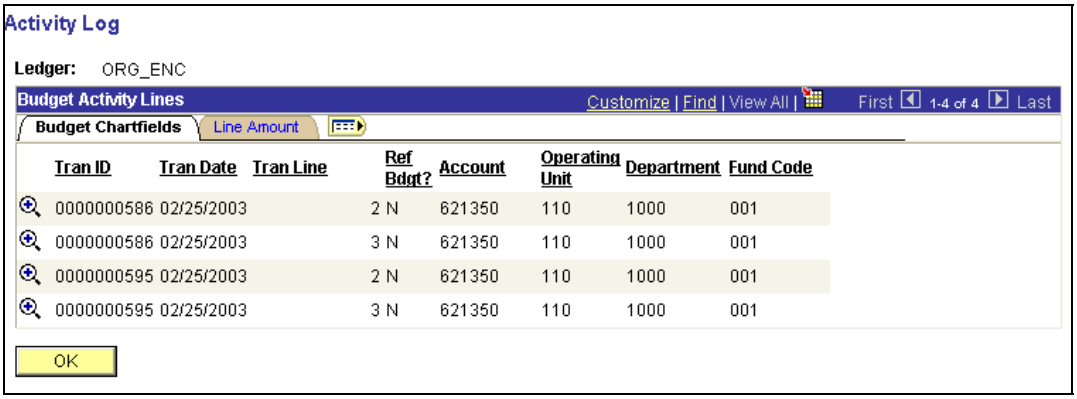
BUDGET DETAILS PAGE



Press the related links button next to the Encumbrance. You will be transferred to a sub-page that asks what log you want to drill down to. Select the Drill to Activity Log.



ACTIVITY LOG PAGE – BUDGET CHARTFIELDS TAB



This page provides the Trans IDs and Trans Dates for all of the encumbrances for this particular Chartfield string. Click on the **Line Amount** tab.

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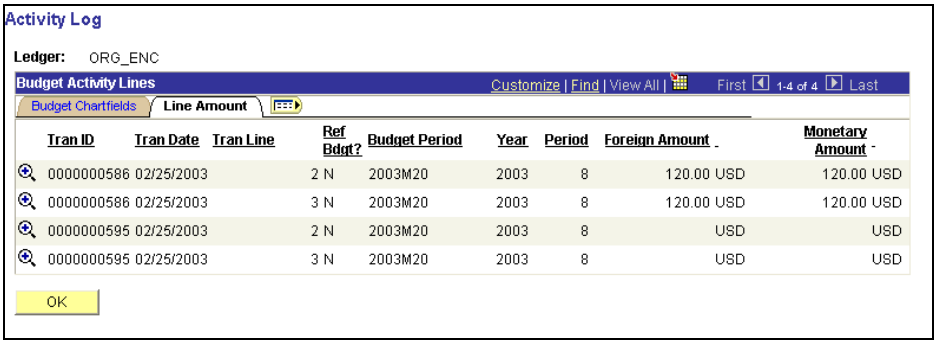
ACTIVITY LOG PAGE – LINE AMOUNT TAB



This page shows the amounts for each transaction in this particular Chartfield string.

You can drill down to the Activity Log for a specific transaction (PO) by pressing the next to the Tran ID.

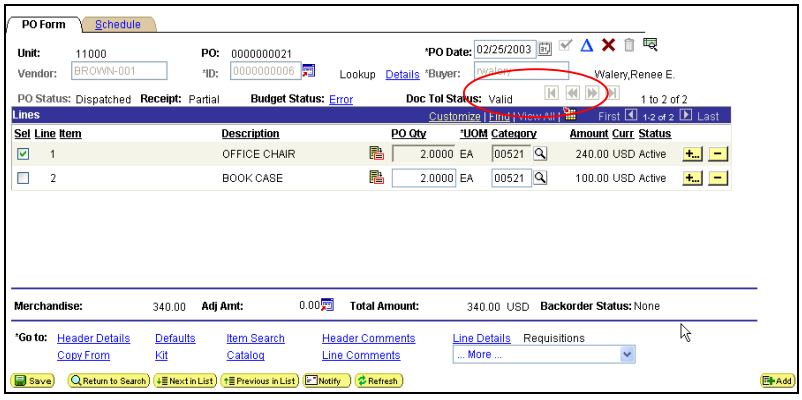
CORRECTING BUDGET CHECKING ERRORS

This section will show the steps to take to review and correct budget checking errors online.

***Navigation**: Purchasing > Purchase Orders > Maintain Purchase Orders > Find an Existing Value*

PO FORM PAGE

When an error has occurred during budget checking, a Budget Status of “Error” will appear on the PO Form page.



Click on the Error link. It opens up the Purchase Order Exceptions page.

Alternatively, you can navigate to the PO Exceptions page using the following path:

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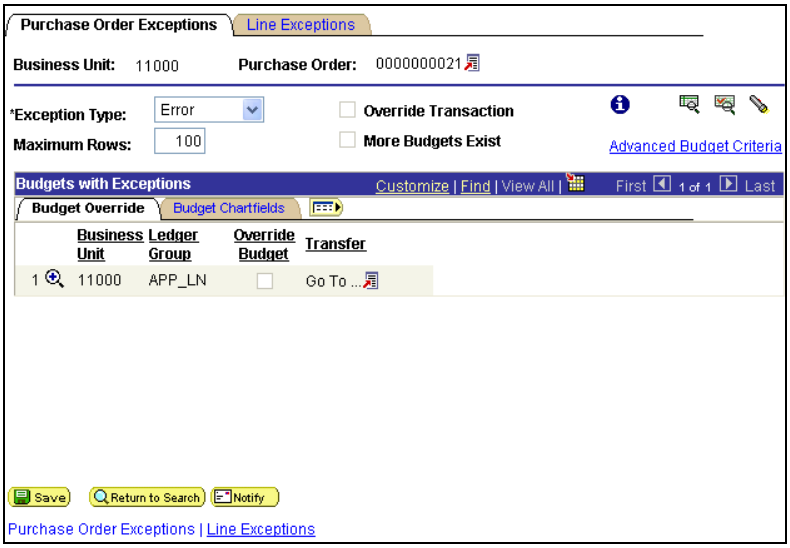
Navigation: *Commitment Control > Review Budget Check Exceptions > Purchase Order > Find an Existing Value*

PURCHASE ORDER EXCEPTIONS PAGE



Business Unit – Displays the PO business unit.

Purchase Order – Displays the PO ID.

Exception Type - The budget checking status of the transaction. It will be either:
Error – Severe violations of budget rules that will not allow a transaction to pass budget check.
Warning – Minor errors that do not exceed budget rules, and will pass if checked again.

Override Transaction - Enables the entire transaction to update the control budget, even if error exceptions exist. This box is only available for users with the appropriate security access. In addition, not all failures are eligible for override. This option is not available if the transaction passed budget checking with only warning exceptions, as warnings are automatically overridden.

Maximum Rows - The maximum number of rows that may be displayed in the scroll area.

More Budgets Exist - If selected, the transaction has more exceptions than the number entered in the Maximum Rows field.

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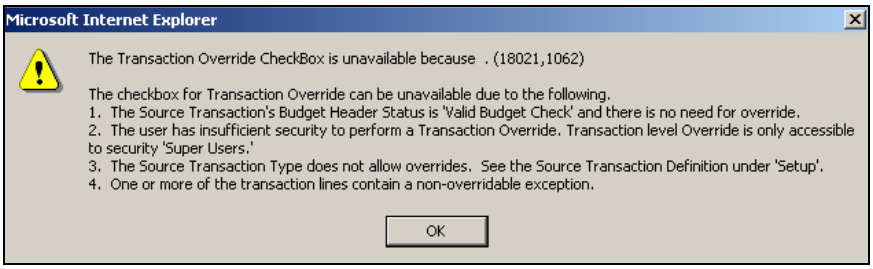
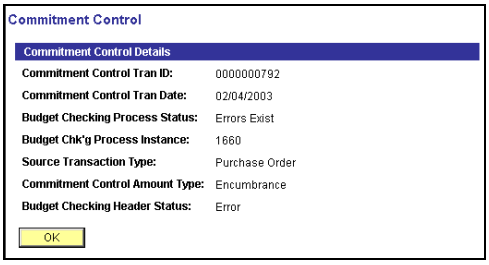
- **Tran Override Available Info** – Click the button to determine why you can't override the entire transaction. The information displayed is determined based on your location.



- The **Budget Check** button runs the Budget Processor again if the PO was changed.

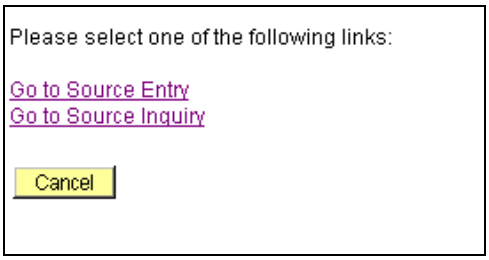
- The **Budget Check Details** button opens the Commitment Control page, where you can see the Budget Checking Process Status and the Budget Checking Header Status for the PO.



- Click the **Fetch Selection** button on the Purchase Order Exceptions page to refresh the Budgets with Exceptions scroll area. Select on line exception pages to refresh the Transaction Lines with Budget Exceptions scroll area.

- Accesses detail pages, where you can view the reasons for the exceptions.

- The **View Related Links** button will open a page with the following options:



Go to Source Entry **–** This will open the PO component so that changes can be made to the PO.

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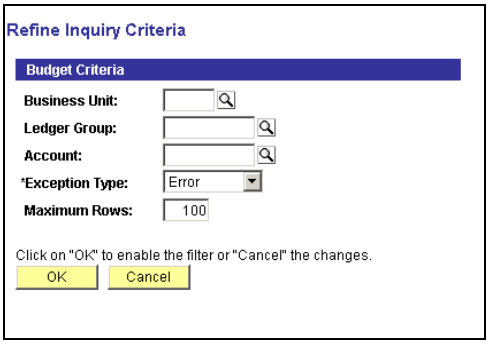
Go to Source Inquiry - This will open the PO Inquiry component to view the PO only.

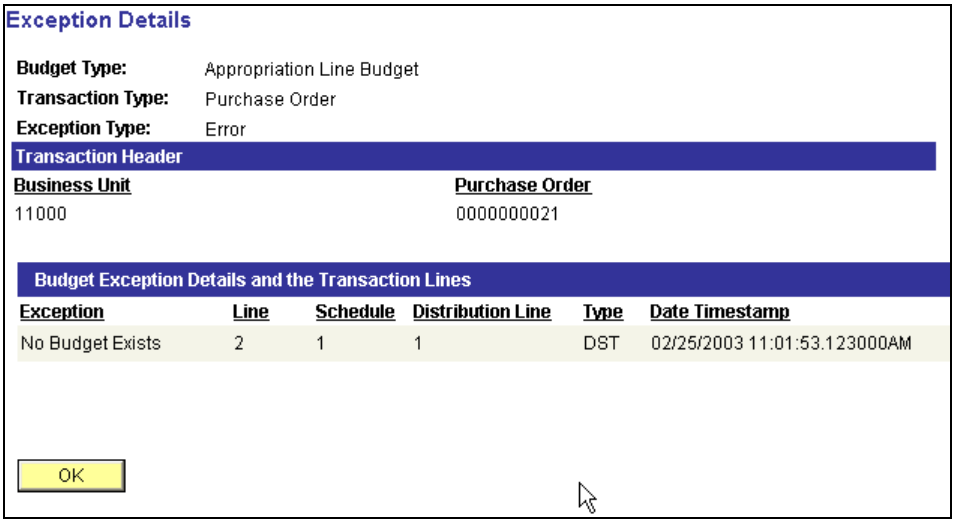
Advanced Budget Criteria - Accesses the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.



Click OK to return to the PO Exceptions page.

To view budget checking errors or warning messages for the PO, click on the View Exceptions Detail button on the PO Exceptions page. You will be transferred to the Exceptions Detail page.

EXCEPTION DETAILS PAGE



Exception – Displays the budget exception reason. In the example above, the reason for the failure is that “No budget exists” for the distribution used on the transaction.

Click OK to return to the PO Exceptions page.

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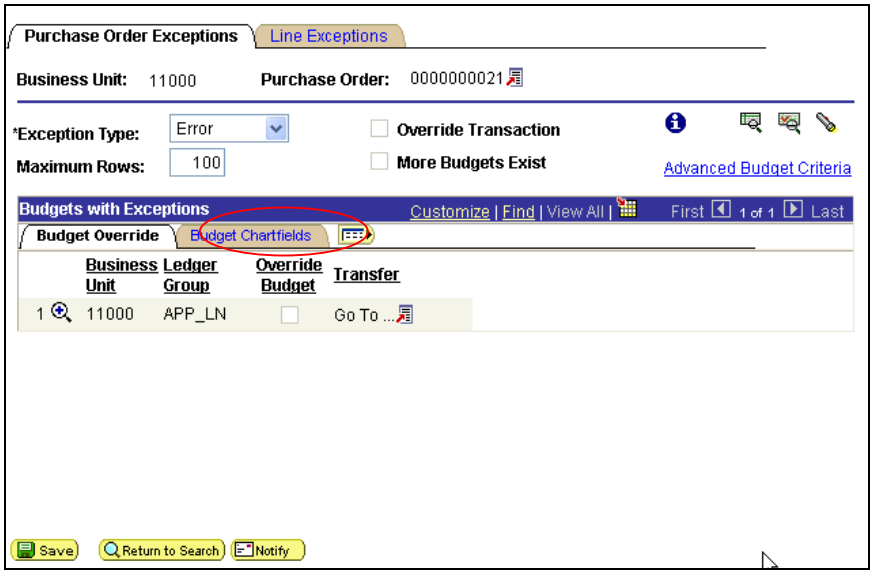
Purchase Order Exceptions - Budget Override Tab



Business Unit – Displays the voucher business unit.

Ledger Group – Displays Commitment Control ledger group for the transaction header exception or transaction line exception.

Override Budget – This check box is only available if you have the authority to override the budget AND the particular error allows the budget to be overridden.

Purchase Order Exceptions - Budget ChartFields Tab

The Budget ChartFields tab displays the ChartField values for the budgets with exceptions.

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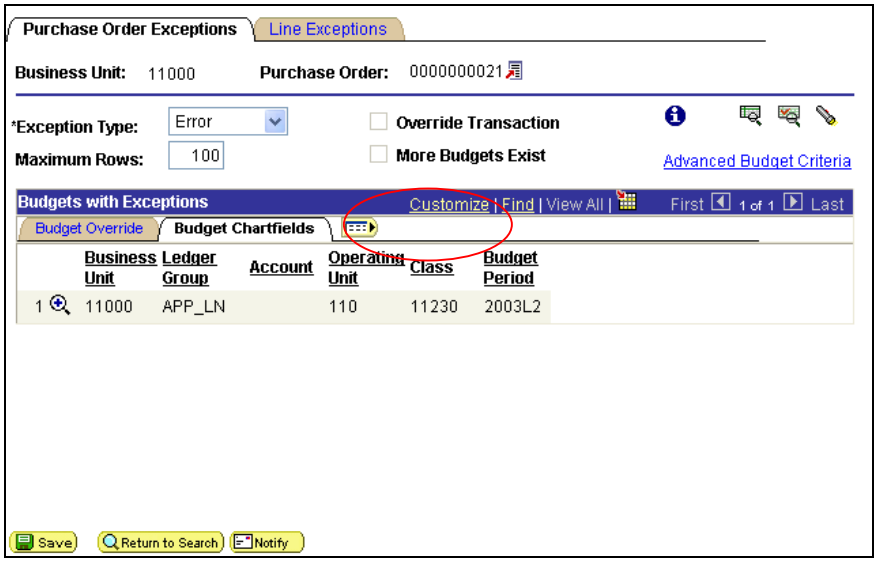
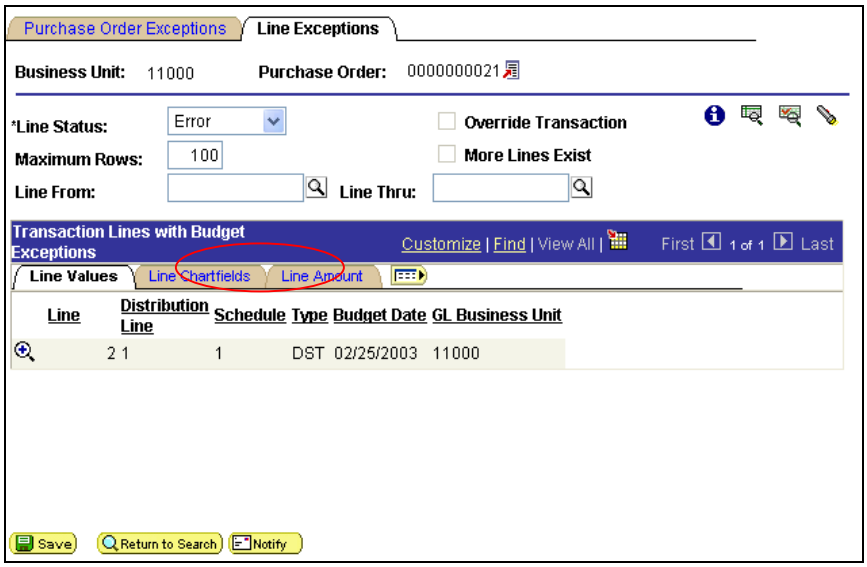


LINE EXCEPTIONS PAGE

The Lines Exceptions page displays details for the PO lines with budget exceptions.



Line Status – Displays the budget checking status of the transaction line.

Line From/Line Thru - To view a range of lines, enter the PO line numbers in these fields. The prompt list shows only PO lines with exceptions.

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More Lines Exist - If selected, the transaction has more transaction line exceptions than the number entered in the Maximum Rows field.

Line Exceptions -Line Values Tab

Line – Displays the PO line number in error.

Distribution Line – Displays the PO distribution line number in error.

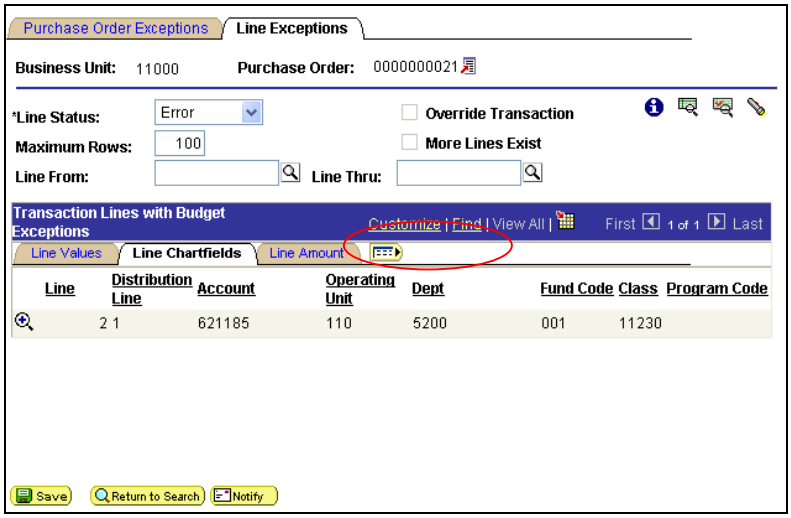
Schedule – Displays the PO Schedule number in error.

Budget Date - Displays the budget date of the transaction line.

GL Business Unit – Displays the GL Business Unit.

Line Exceptions - Line ChartFields Tab

The Line ChartFields displays the ChartField values for the PO lines with exceptions. From the example below, you can see that the Fund Type and Department are missing on the transaction's distribution ChartFields for Line 1, Schedule 1, Distribution 1.



Line Exceptions - Line Amount Tab

The Line Amount displays the monetary amount for the PO lines with exceptions.

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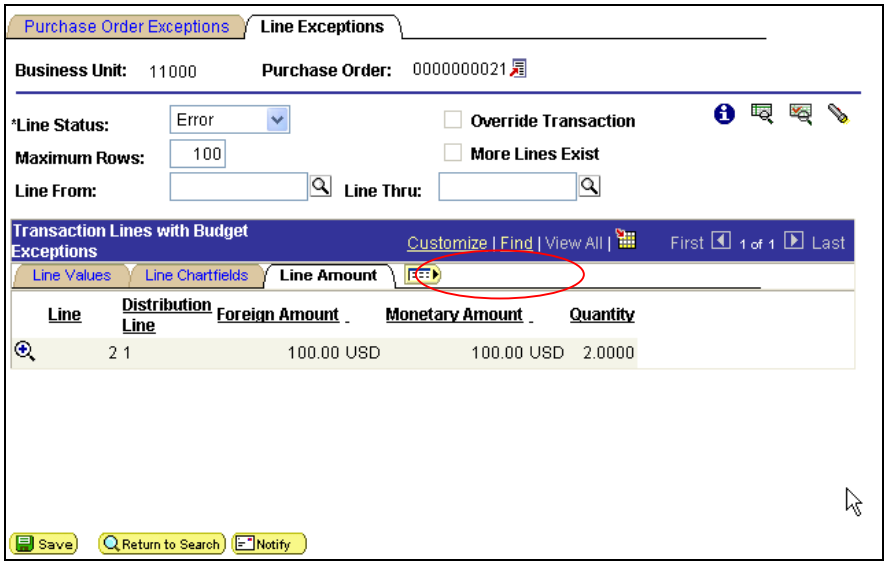
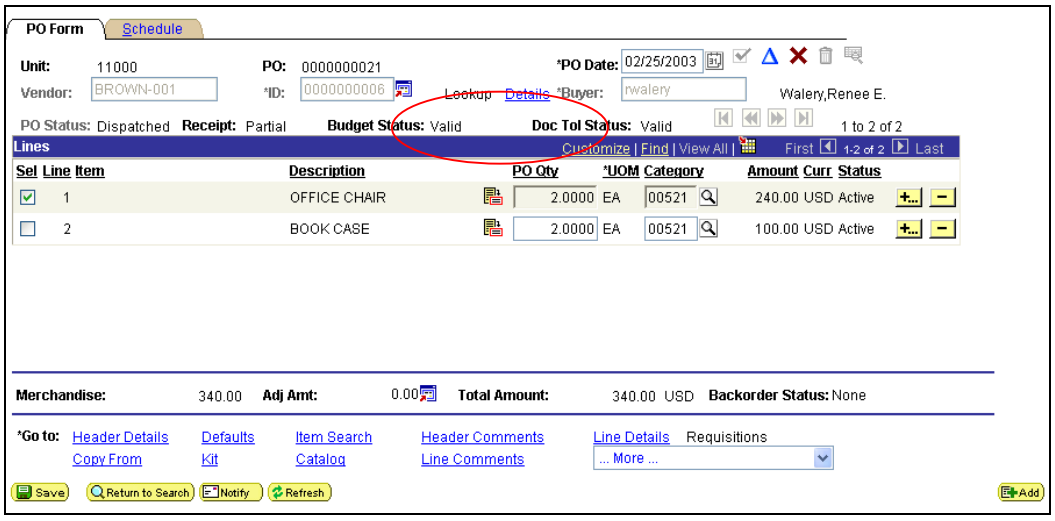


Once the error reason has been determined, go back to the PO, correct the Distribution ChartFields that are in error, and press Save. The budget checking status will change back to *Not Checked*. Press the to re-budget check the PO. The budget checking status should change to *Valid* on the PO Form page.



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PURCHASE ORDER STATUS CODES

The chart below shows some of the status codes that can appear on the PO pages. These status codes indicate where the PO is in its life cycle and what the results of a process were.

PO STATUS	BUDGET STATUS	DOCUMENT TOLERANCE	RECEIPT STATUS	MATCH STATUS - HEADER
Initial	Not checked	Not checked	Not Received	None
Open	Valid	Valid	Partial	To Match
Pend Appr	Error	Error	Received	Partially
Approved				Matched
Dispatched				Override
Canceled				
Complete				

PO STATUS

A typical PO will not go through each PO status value in the course of its life. POs built from Requisitions begin with a status of *Pending Appr*. POs built from an RFQ begin with a status of *Open*. Direct POs begin with a status of *Initial* before saving and a status of *Pending Appr* when saved. The normal sequence of statuses of a PO is *Pending Appr, Approved, Dispatched and Complete* in that order. A Canceled status occurs if the PO is canceled via PO Workbench or by clicking on the Cancel icon on the PO Form page. The next time the PO Close process (PO_PORECON) is run, canceled PO's are changed to a status of *Complete*. The processes to move a PO to each of the PO statuses above are described elsewhere in the training documentation.

BUDGET STATUS

The budget status of a PO begins as *Not Checked*. Once the PO is saved and the budget checking process is run, the status will change to either *Valid or Error*.

DOCUMENT TOLERANCE STATUS

PO document tolerances are the allowable dollar amounts or percentages that a PO (encumbrance) can exceed a requisition (pre-encumbrance) before a document tolerance exception is generated. The document tolerance status of a PO begins as *Not Checked*. When a PO is budget checked the process first checks the document tolerance before it budget checks. Once the PO budget checking process is completed, the document tolerance status will change to either *Valid* or *Error.*

RECEIPT STATUS

Every PO begins with a status of *Not Received*. Once the PO has been received in full or partially the Receipt Status changes to Partial. Once the PO Close process (PO_PORECON) is run, the receipt status

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will change to *Received* if the total received quantity is greater than or equal to the PO order quantity or the PO or Voucher have been finalized.

MATCH STATUS

Match status defines the relationship of a PO to corresponding AP vouchers. When a PO is created, its initial status is either *None*, if no matching is required, or *To Match*, if matching is required. Successful matching of vouchers and/or receivers for part of the PO amount will result in a PO match status of *Partially*. Once a PO is fully vouchered and received and successfully matched, the status changes to *Matched*. If matching fails, but AP elects to override the failure and process the voucher, the PO will have a status of *Override*. These status values apply to the PO header.

PO line schedules will have an initial status of *Unmatched*, as shown on the Schedule Details page. If partially received and vouchered, the schedule match status becomes *Partially*. Upon full vouchering and successful matching, the match status becomes *Matched*, or *Override* if matching failed but was overridden by Accounts Payable.

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CREATING A PO FROM A REQUISITION

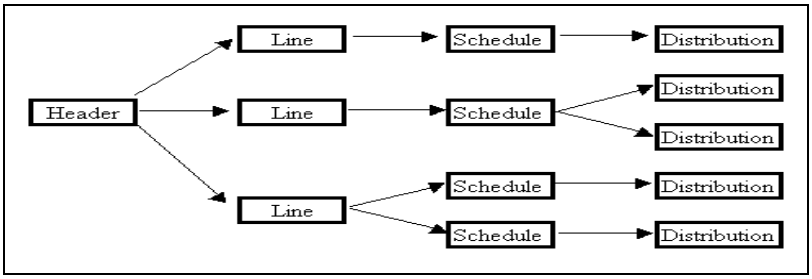
REQUISITION OVERVIEW

The Requisition will pre-encumber (reserve) the funds needed from a budget to satisfy the Requisition.

Each Requisition is comprised of the following Levels:

- **Header** – Information about the entire Requisition. There is only one Header per Requisition.
- **Lines** – Information about the items being purchased. A Requisition should have a separate Line for each different item requested.
- **Schedules** – Every Line has one or more Schedule. Multiple Schedules are needed only if there is more than one Due Date or Ship To location required.
- **Distributions** – Every Schedule has one or more Distributions. Distributions determine which ChartField values the scheduled amount will be charged against within the organization. Multiple Distributions are needed only if an item should be charged against more than one ChartField string. Distribution information is internal and therefore not dispatched to vendors on the PO.
-

An example of some of the different relationships possible between the various Levels:



Requisitions can be copied to a PO in several ways:

- One or more requisitions may be selected and sourced to ~~a~~ one or more POs using the Requisition Selection and Staging pages, and running the PO Calculation and PO Creation processes.
- A PO can be created by copying directly from a Requisition.
- Requisitions can be processed to an RFQ and then the PO is created from the RFQ process.
- Requisitions can be processed to an RFQ, then a Contract, and finally the PO is created and released against the contract.

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A Purchase Order (PO) is a commitment to buy goods or services from a vendor. When a PO is built from a Requisition, most of the data required is copied from the Requisition.

See the **Creating a Direct PO** section in this manual for creating a Purchase Order without a Requisition.

The main steps in creating a PO from one or more requisitions are:

Select the requisition(s) to source to the PO.
Run the PO Calculations process.
Run the PO Creation process.
Verify the PO information.
Budget Check the PO.
Approve the PO.
Dispatch the PO.

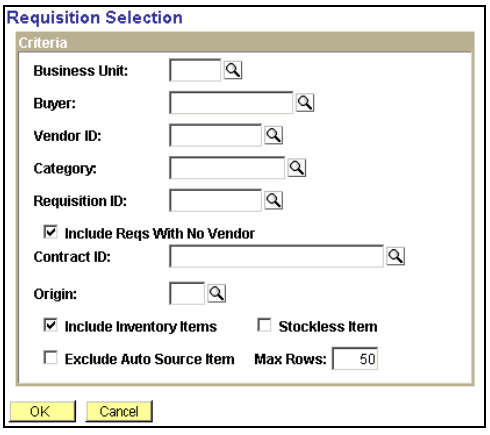
STEP 1 - REQUISITION SELECTION

Building a PO from a Requisition starts with copying the Requisition to the PO Staging tables in preparation for sourcing to a PO. This process is called Requisition Selection. From the time the Requisition is on the PO Staging table until it is built into a PO, the Requisition is unavailable for viewing.

Follow the navigation below to select a Requisition for sourcing.

Navigation: *Purchasing > Purchase Orders > Build/Source POs – Requisition Selection*

Select the criteria



This page allows the buyer to select the requisitions that they want to source based on various criteria. If more than one requisition is sourced at a time, the system may try to consolidate the requisitions into a single PO. Once the criteria are entered on the page, click OK to view the requisition data.

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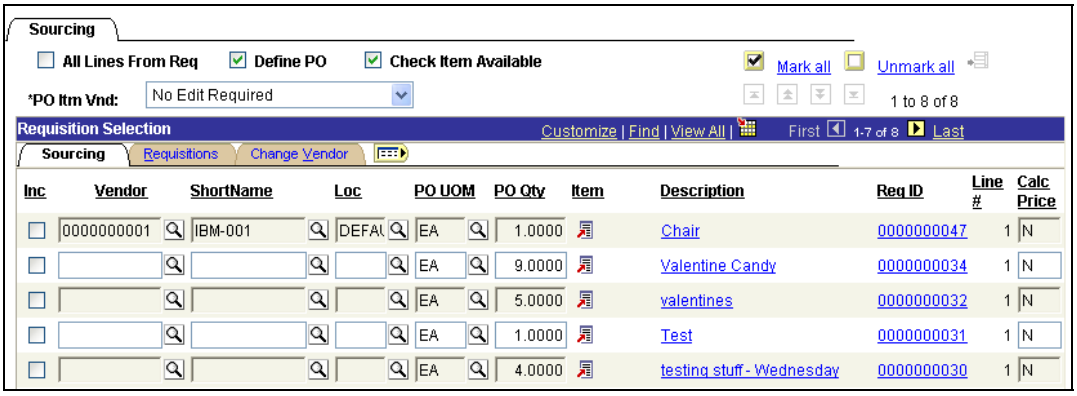
NOTE: When copying requisitions with many schedules, change the Max Rows from 50 to a number large enough to encompass the requisition.

The system will automatically display the PO Sourcing page.

PO SOURCING PAGE



Before an item is selected for PO sourcing, the Vendor ID or Vendor Short Name must be filled in. The Vendor, Unit of Measure and the PO Qty are available to change on this page, if necessary. In order to change the UOM, a conversion rate must exist between the new UOM and the old UOM.

All Lines from Req - ✓ if you want to copy all lines from the requisition to the PO.

Define PO - ✓ to ensure that the new PO consists of the lines selected in this instance. If selected, the information you view on the Requisition Selection - Sourcing page is exactly what will be on the PO and each requisition line you source will be on its own PO line, even if others exist for the same item.

Mark all requisitions - This will select all requisitions that have the selected vendor assigned.

Unmark all requisitions - This will deselect all the requisition lines, which have been marked for staging on this page.

Select Requisitions will return you to the selection criteria page where you can select additional requisitions for staging.

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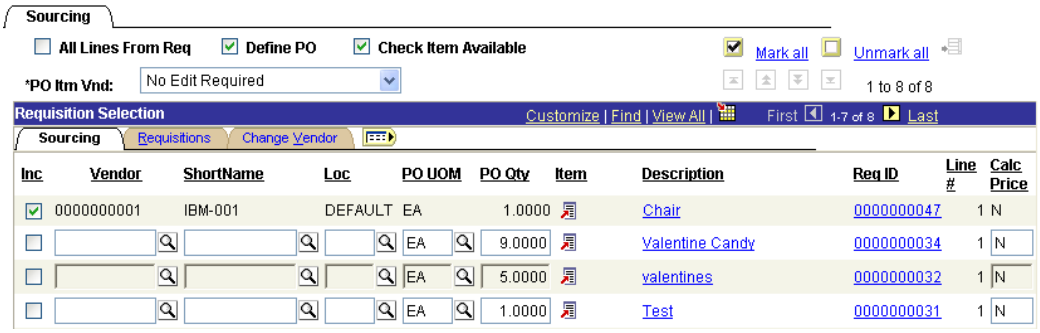
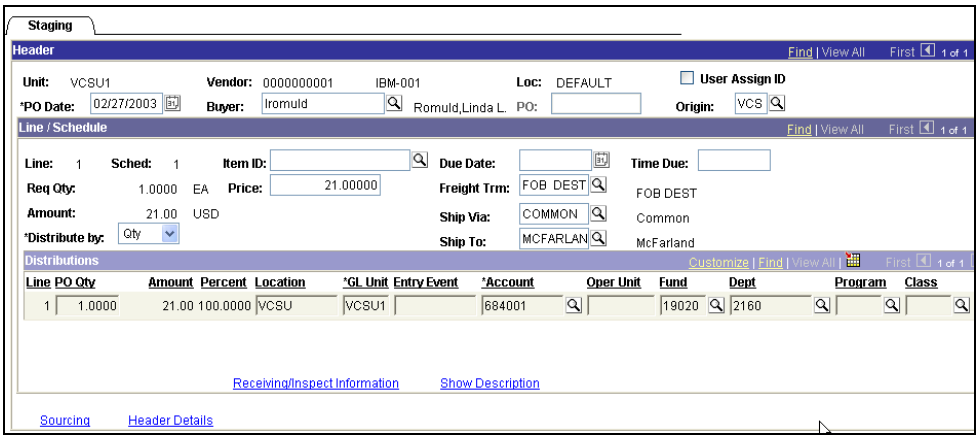


Check ✓the requisitions that you want to stage.

After selecting the requisitions you wish to stage, Staging Information takes you to the staging page. On the staging page, you can review and edit information about the requisition before building the requisitions into a purchase order. Information you can change includes:

- Buyer
- Shipping Information
- PO Quantity
- Location
- Distribution Line – change the ChartField distribution

STAGING PAGE



User Assigned ID – Check ✓ if you want the requisition to be sourced to an existing PO that has not been dispatched. Once the box is checked, the PO field is un-grayed. Lookup the existing PO number.

Information on the Staging page will be copied to the purchase order. If you make changes to the page, save it Save before returning to the Sourcing page.

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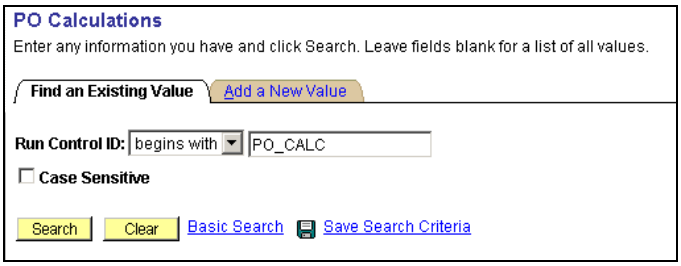
Press Save on the Sourcing page to save the selected requisitions before proceeding to PO Calculations.

STEP 2 - PO CALCULATIONS

Once a Requisition has been placed on the PO Staging table through Requisition Selection, PO Calculations is the process that actually determines how that information will be copied from the Requisition onto a new PO.

If you choose not to run the process at this time, the Requisitions previously selected will remain in the staging tables until you run the PO Calculations process. When you are ready to continue the PO creation process, follow the navigation below.

Navigation: *Purchasing > Purchase Orders > Build/Source POs > PO Calculations*



Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Run Controls** page below.

If using the process for the first time, users must create their own run controls by selecting “Add a New Value” instead of “Find an Existing Value”. Type in a name for the **Run Control ID**, such as PO_CALC for PO Calculations. Click Add.

After selecting an existing or creating a new Run Control ID, you will be transferred to the **Run Controls** page.

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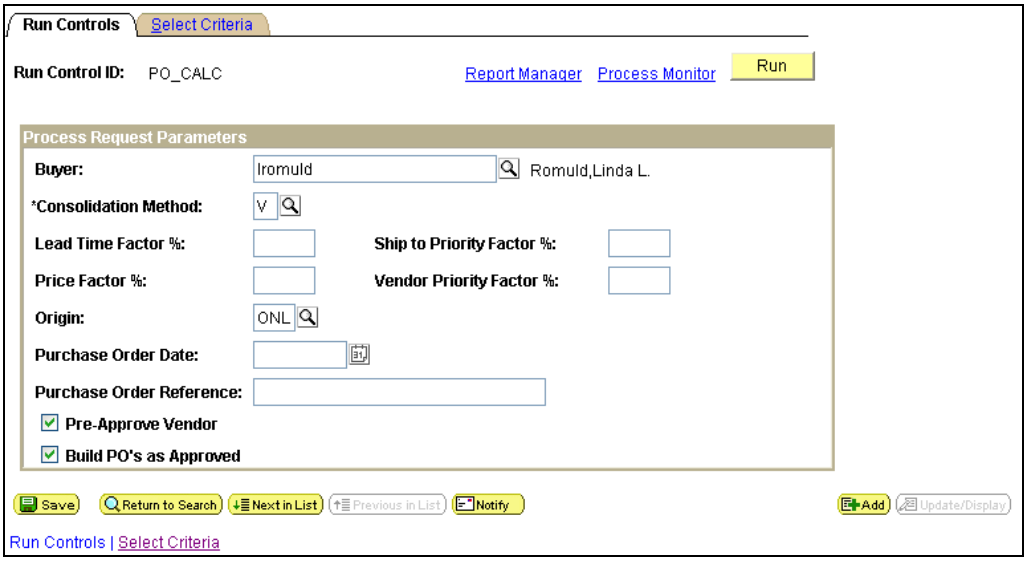
RUN CONTROLS PAGE



Buyer – Required field. This is the buyer that will be assigned to a PO if the buyer cannot be determined (e.g., the buyer was not specified on the requisition or multiple requisitions with different buyers are being consolidated using the "V" method).

Origin – Optional field. May default in from the buyer.

PO Date – If this field is left blank, the PO date will be the current date.

PO Reference – Optional field. This will print on the PO Reference field on the PO. At the State of North Dakota, this will typically be left blank.

Pre-approve Vendor – Make sure that you check ✓ this field.

Build PO As Approved – DO NOT CHECK

Click on the Select Criteria Tab to set parameters for the Calculation process.

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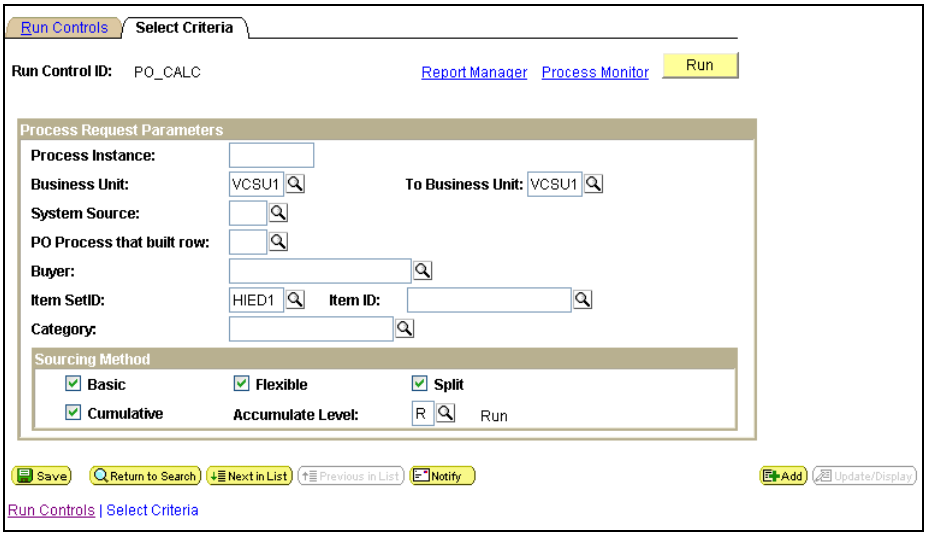
SELECT CRITERIA PAGE



Business Unit – Defaults from the Buyer.

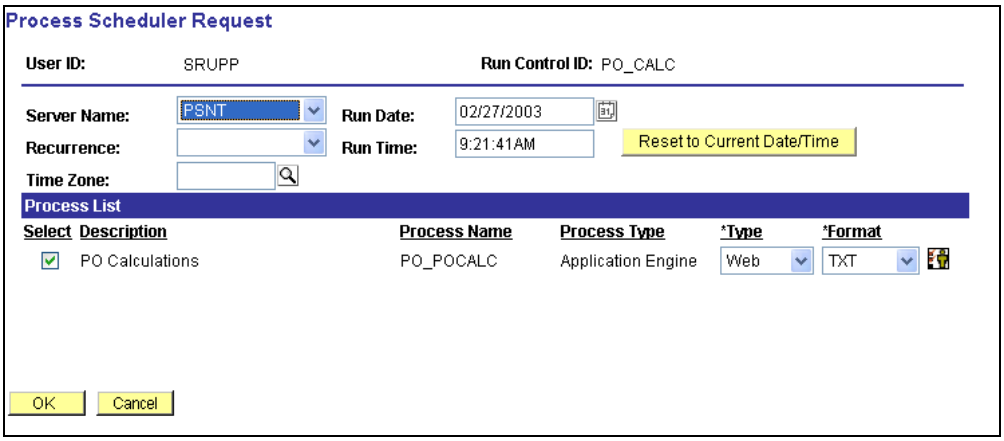
To Business Unit – Use when entering a range of Business Units.

Item SetID – Defaults to STATE.

Sourcing Method – DO NOT CHANGE

After your selection has been made click Run. You will be transferred to the **Process Scheduler Request** page.

PROCESS SCHEDULER REQUEST PAGE



Server Name – PSNT

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Verify that the Server Name = PSUNX and that “PO Calculations” is selected ✓.

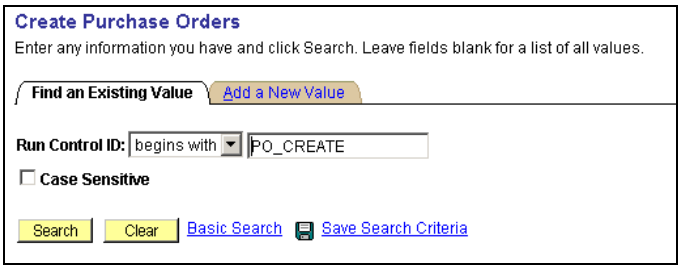
Click OK to run the PO Calculations process. You will be transferred back to the **Run Controls** page.

Press the Process Monitor link to review the progress of the PO Calculations process. When the **Run Status** on the Process Monitor page says *Success*, proceed to Step 3 below.

STEP 3 - PO CREATION

The final step in the creating a PO from the requisition selection process is PO Creation. This step takes the information generated in the PO Calculation process and creates POs.

Navigation: *Purchasing > Purchase Orders > Build/Source POs > PO Creation*



Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Create PO** page below.

If using the process for the first time, users must create their own run controls by selecting “Add a New Value” instead of “Find an Existing Value”. Type in a name for the **Run Control ID**, such as PO_CREATE for PO Creation. Click Add.

After selecting an existing or creating a new Run Control ID, you will be transferred to the **Create PO** page.

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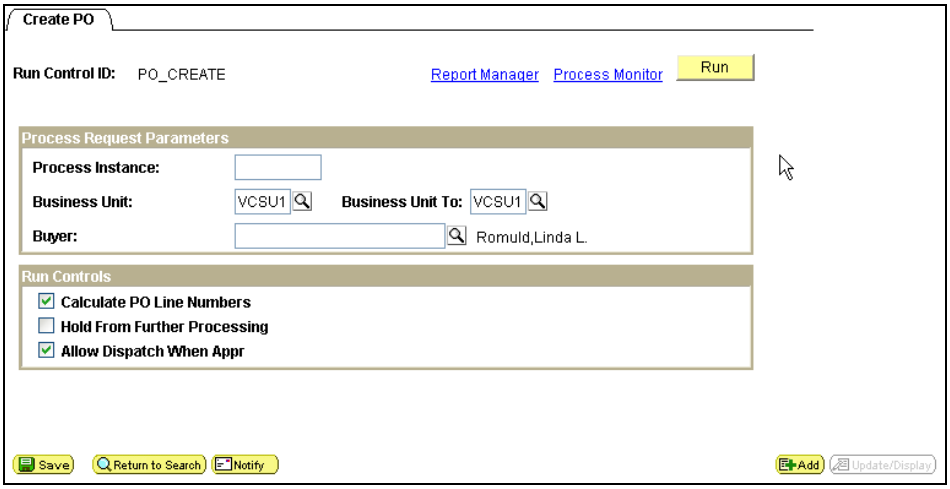
CREATE PO PAGE



To limit the PO create process, select:

Business Unit – Specify the Business Unit or range of Business Units.

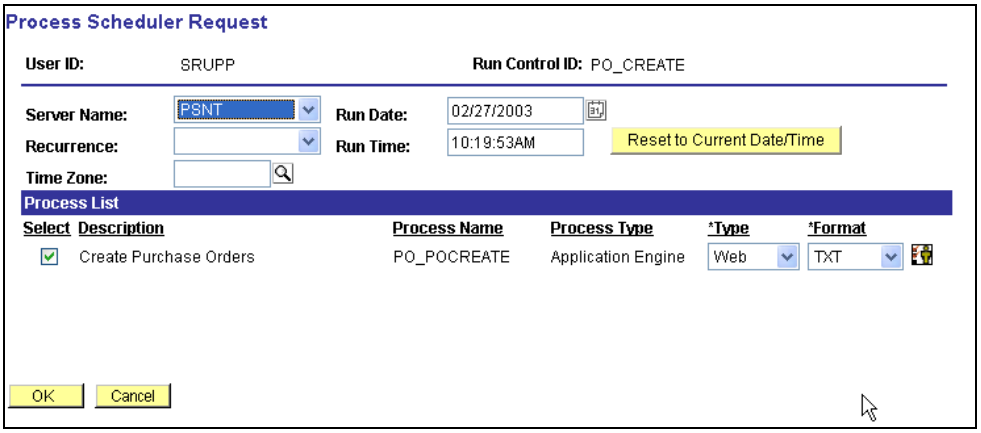
Buyer – The Buyer MUST be the same as the Buyer on the Requisition, if this field is used.

Calculate PO Line Numbers -Check ✓

Allow Dispatch When Appr - Check ✓

Click Run. You will be transferred to the **Process Scheduler Request** page.

PROCESS SCHEDULER REQUEST PAGE



Server Name – PSNT

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Verify that the Server Name = PSNT and that “Create Purchase Orders” is selected ✓.

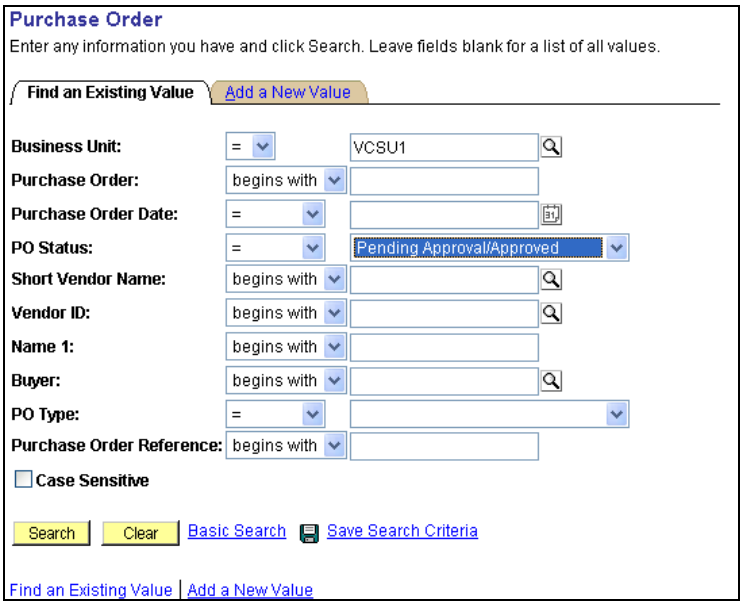
Click OK to run the PO Create process. You will be transferred back to the **Create PO** page.

Press the Process Monitor link to review the progress of the PO Create process. When the **Run Status** on the Process Monitor page says *Success*, proceed to Step 4 below.

STEP 4 – VERIFY THE PO INFORMATION

Once the requisition has been selected and processed through the PO Calculation and PO Creation processes, the PO is available in Purchasing for processing. The PO will be created with a status of *Pending Approval*.

Navigation: *Purchasing > Purchase Orders > Maintain POs*



Select “Find an Existing Value”.

Enter your selection criteria. To narrow down the search, enter:

Business Unit – Enter the Business Unit of the requisitions that you are sourcing.

PO Status – Pending Approval/Approved

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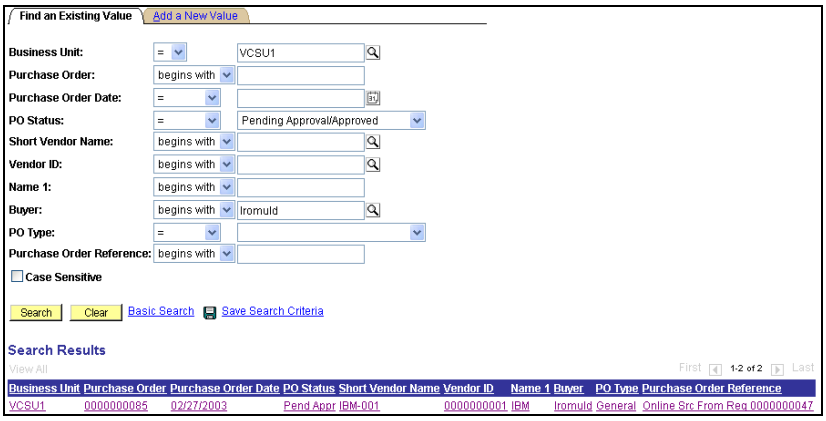
Short Vendor Name / Vendor ID / Name 1 – Enter one of the three.

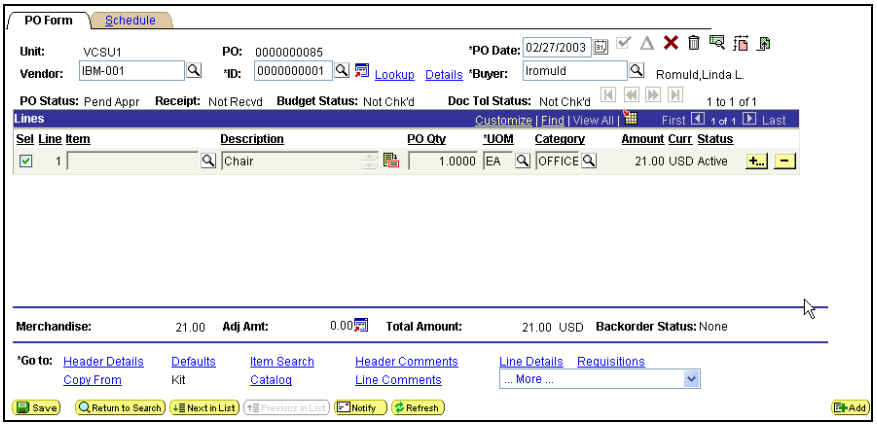
Buyer – Enter the buyer that is on the Requisition.

Press Search.



Click on the PO that you want to process. You will be transferred to the **PO Form** page.

PO FORM PAGE



The initial statuses of the PO after the PO Create process has been run are:

PO Status – Pend Appr

Receipt – Not Recvd

Budget Status – Not Chk'd

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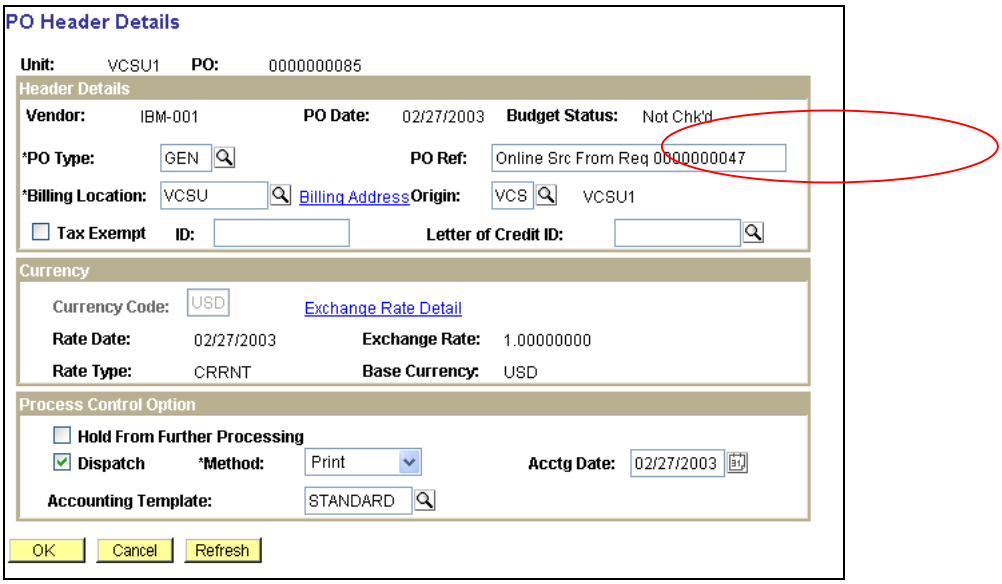
Document Tol Status – Not Chk'd
For orders that must be sole sourced, make sure that the **SSrc** checkbox is checked and the **SS Type** is entered. These fields should have come over from the requisition.

Review the **PO Form**, **Header Details**, **Line Details**, **Schedule** and **Distributions**. All of the information from the requisition should be contained in the PO. The buyers can modify the PO as required based on their agency's rules. The PO Reference on Header Details page will be the Requisition ID.

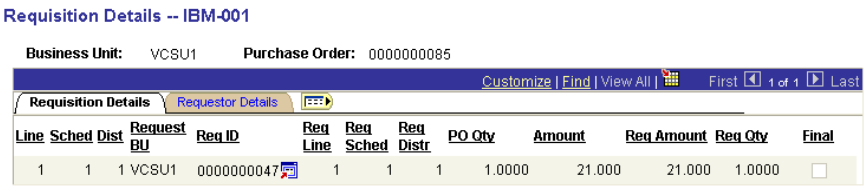
PO HEADER DETAILS PAGE



Click OK to return to the **PO Form** page.

Click on the Line Details link. Verify the information.

Click the Requisitions link at the bottom of the page to view the Requisition information.



Click on the Header Comments link. Review the comments copied from the Requisition. Make sure to uncheck the Send To Vendor box if you do not want the vendor to read any comments listed on the requisition.

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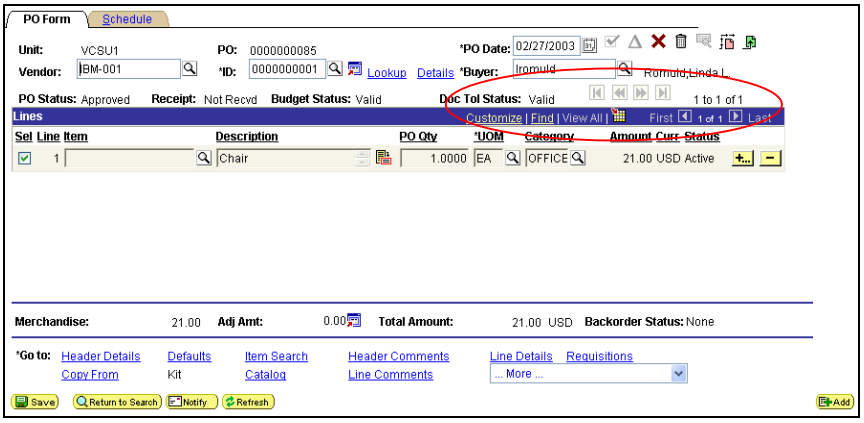
STEP 5 – BUDGET CHECK THE PO

Once you have verified that the information on the PO is correct, return to the **PO Form** page and budget check the PO.

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

PO FORM PAGE



Press the budget check icon on the PO Form page. Once the Budget Check is successful, make sure that the Budget Status = *Valid* and the Document Tolerance Status = *Valid*.

STEP 6 – APPROVE THE PO AMOUNT

Once the PO has been successfully budget checked, navigate to the following page to approve the PO amount and activate the appropriate workflow approvals.

Navigation: *Purchasing > Purchase Orders > Approve Amounts*

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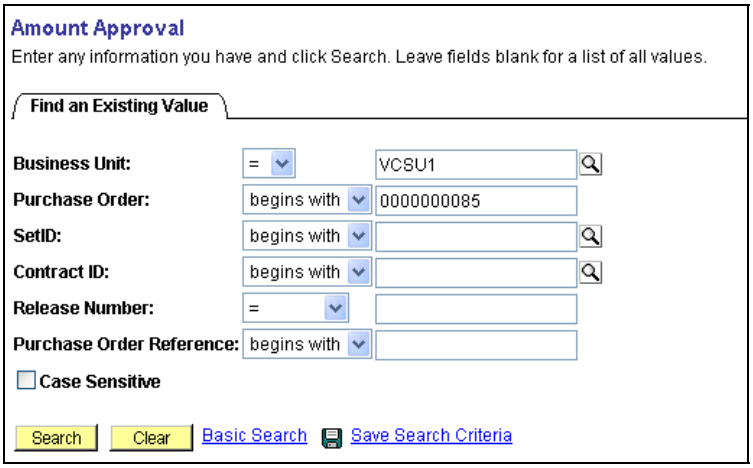
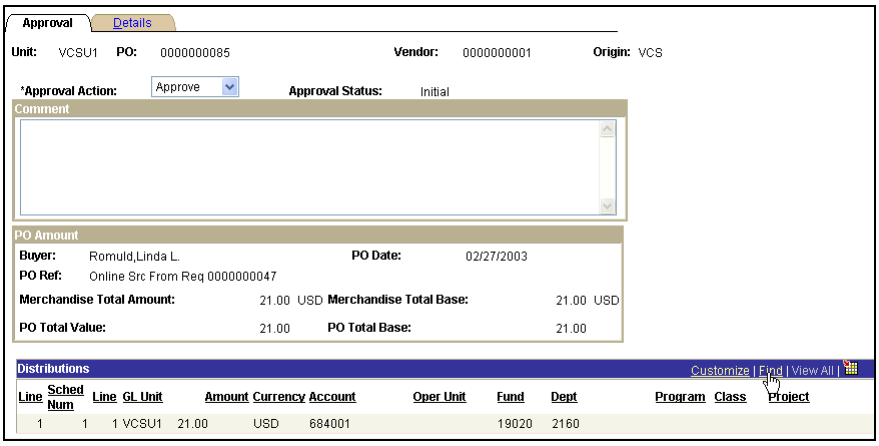


Enter the **Business Unit** and **Purchase Order**. Click Search.

Note: If you are on the PO Form page after successfully budget checking, navigating to the PO Approval page from the PO Form page will bypass the search page above and take you directly to the PO Approval page below.

PO APPROVAL PAGE



Approval Action – Defaults to Approve.

Approval Status – Before saving, the Approval Status = *Initial.*

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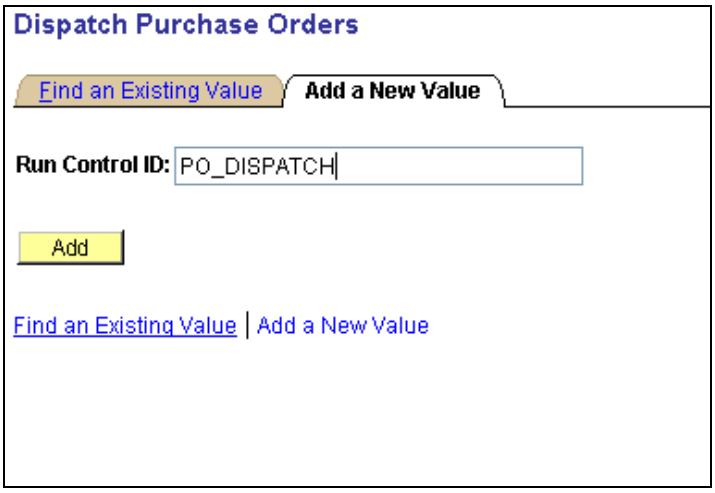
Press Save. The status will change to *Complete* and the PO will enter workflow for supervisor approval routing.

STEP 7 - DISPATCH THE PO

Once the PO has obtained the necessary workflow approvals, it is ready to be dispatched to the vendor. Depending on your specific agency rules, POs may be dispatched to print, e-mail or fax.

Navigation: *Purchasing > Purchase Orders > Dispatch POs*



Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Dispatch Purchase Orders** page below.

If using the process for the first time, users must create their own run controls by selecting “Add a New Value” instead of “Find an Existing Value”. Type in a name for the **Run Control ID**, such as PO_DISPATCH. Click Add.

You will be transferred to the **Dispatch Purchase Orders** page.

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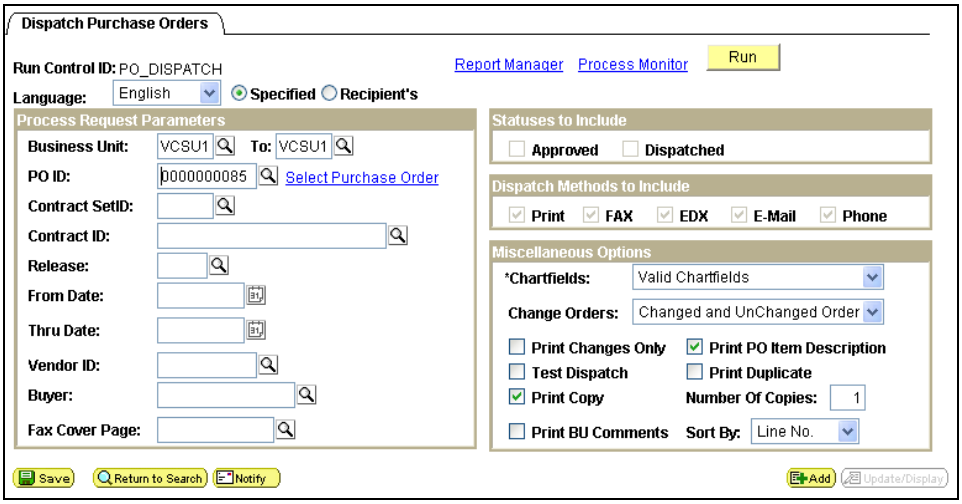
DISPATCH PURCHASE ORDERS PAGE



Select the criteria you wish to use for dispatching. There are several options available.

> **NOTE**: Each agency will determine it's own rules for dispatching POs. Check with your supervisor for the appropriate criteria to use. The criteria used in this example are for illustration purposes only.

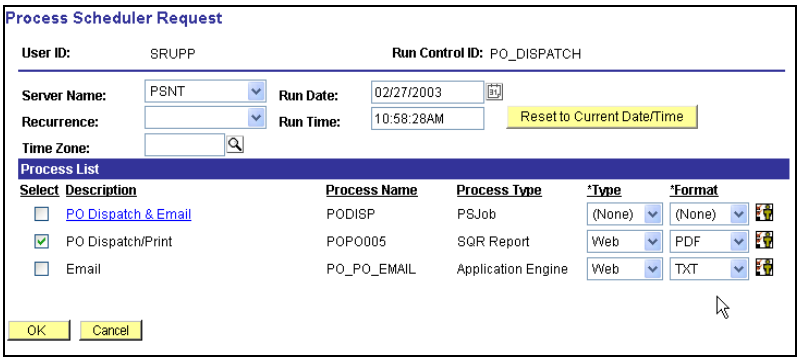
Business Unit – Make sure that the correct business unit is entered.

PO ID – Enter a specific PO or leave the field blank to select all POs for the specified Business Unit.

Press Save.

Press Run. You will be transferred to the **Process Scheduler Request** page.

PROCESS SCHEDULER REQUEST PAGE



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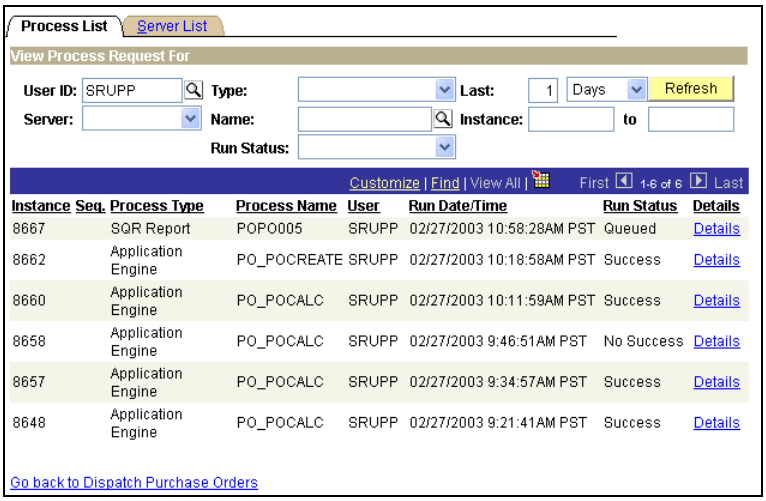
Server Name - PSUNX

Select ✓ PO Dispatch & Print. Press OK to return to the **Dispatch Purchase Orders** page.

Click on the Process Monitor hyperlink to view the progress of the Dispatch process.

PROCESS LIST PAGE



Make sure that the Run Status = *Success*. If it says *Queued* or *Posting*, press Refresh until the status changes to *Success*. If the status = *Error*, press the Details link. This will transfer you to the Process Detail page where you can click on the Message Log link to view the error message.

Once the Dispatch process has completed successfully, you can view the PO and print it. To view the PO, press the Details link on the Process List page shown above. This will transfer you to the Process Detail page.

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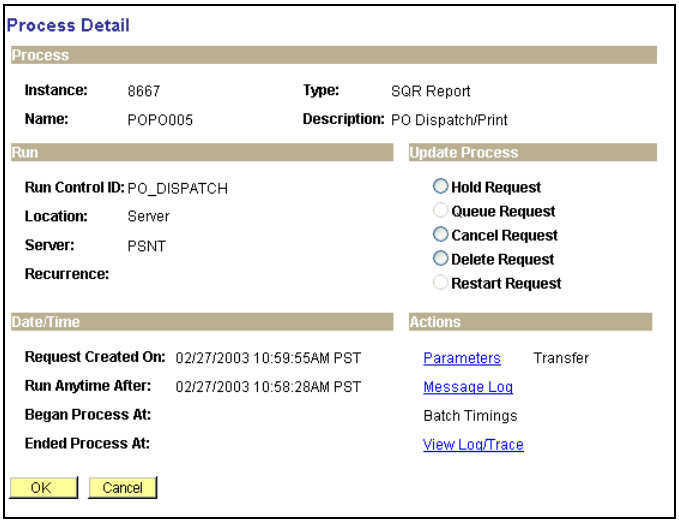
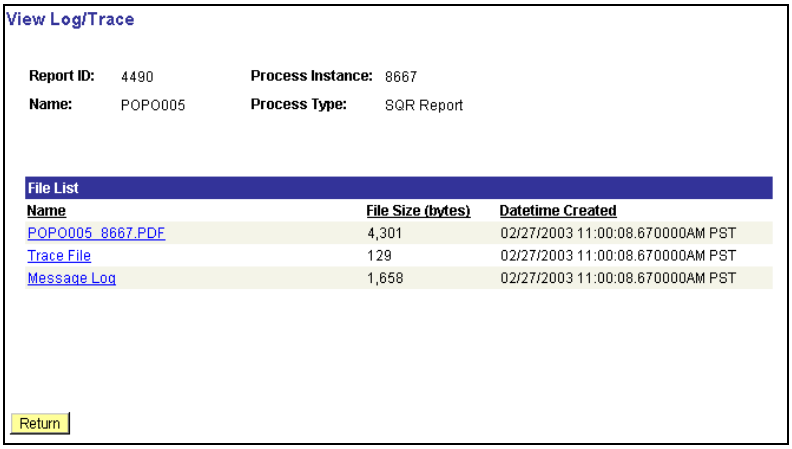
PROCESS DETAIL PAGE



Press the View Log/Trace hyperlink.



Click on the hyperlink that ends in .PDF (e.g., popo005 1637.PDF) to view the PO document online.

A new window will open up taking you into Acrobat Reader to see the printed dispatched PO. The following is A SAMPLE DOCUMENT ONLY.

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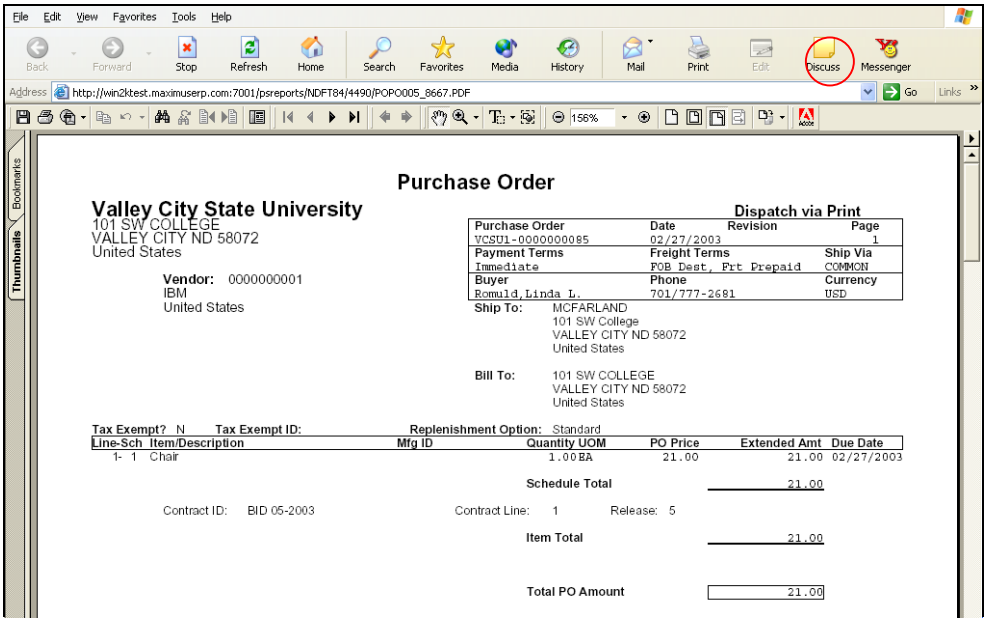

Press the icon to print a hard copy of the PO.

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CREATING A PO BY COPYING A REQUISITION

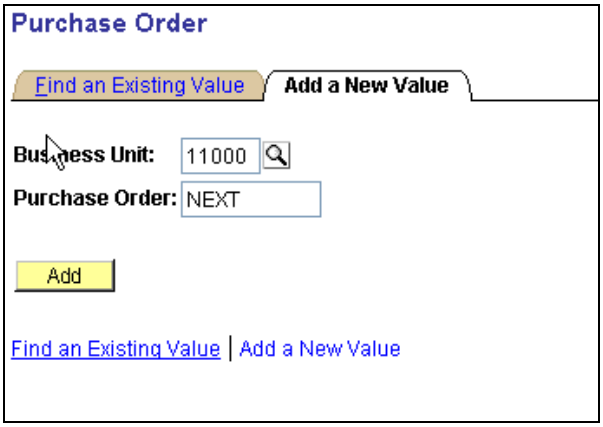
A PO can be also be created by copying directly from a specific Requisition or multiple Requisitions. A vendor must be specified before you copy the Requisition.

The steps are:
Create a new PO or find an existing PO.
Select the Copy From hyperlink.
Select Requisition(s) to copy.
Complete PO processing.

STEP 1 – CREATE A PO

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

NOTE: If you are copying a requisition into an existing PO, use "Find an Existing Value". If you are copying into a new PO, use "Add a New Value". The remaining steps will be the same.



Business Unit – Defaults to the User's Business Unit. Verify that the business unit is correct.

Click "Add" Add. This will take you to the PO Form page.

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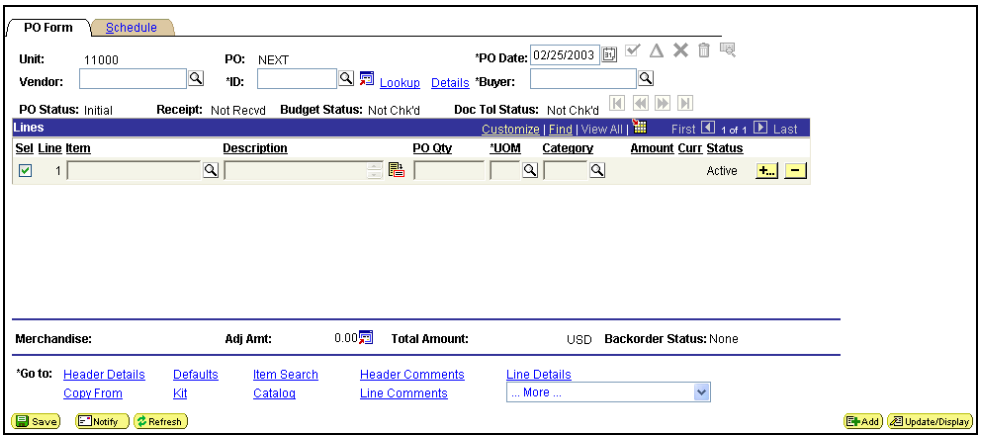
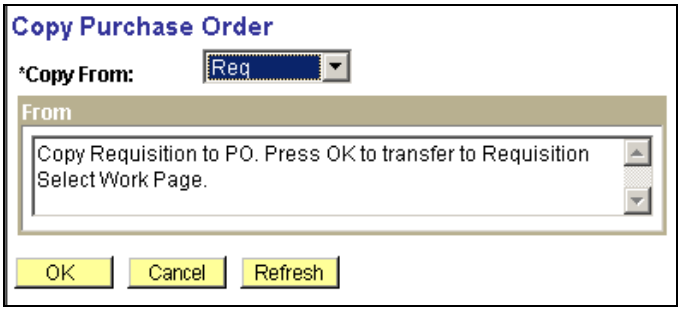
PO FORM PAGE



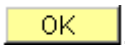
Vendor / ID – Enter the Vendor short name or the Vendor ID or press the to lookup a vendor.

STEP 2 – SELECT THE COPY FROM HYPERLINK

Press the Copy From hyperlink.



Copy From – Select Req

Press  . You will be transferred to the Requisition Select page.

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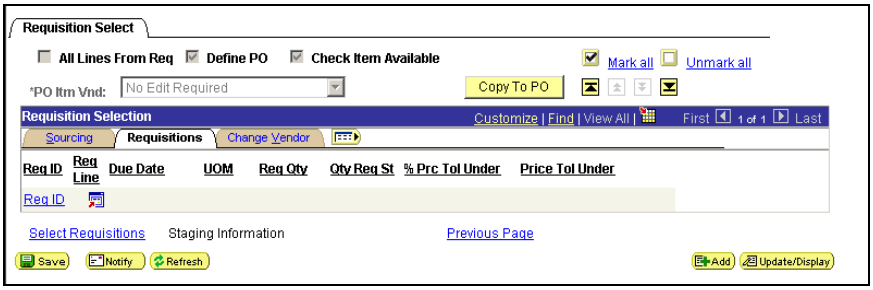
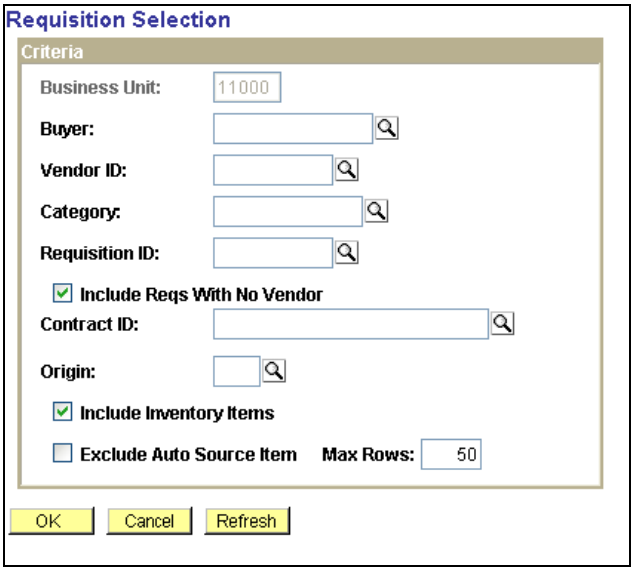


STEP 3 – SELECT THE REQUISITION(S) TO COPY

Press the Select Requisitions hyperlink.



Enter specific criteria or press OK to see available requisitions.

NOTE: When copying requisitions with many schedules, change the Max Rows from 50 to a number large enough to encompass the requisition.

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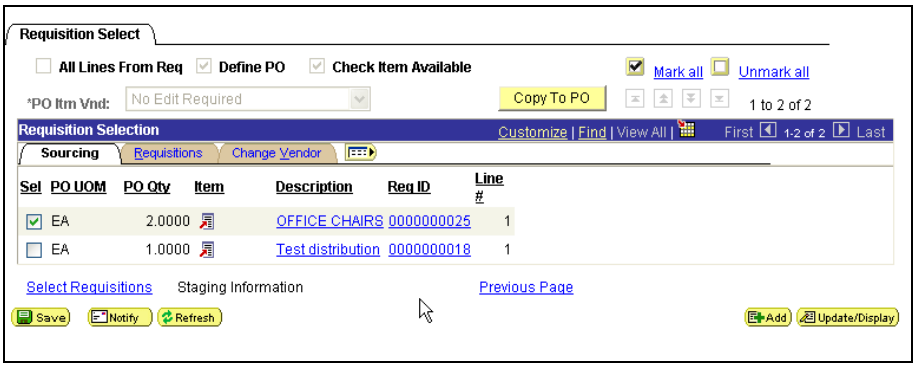
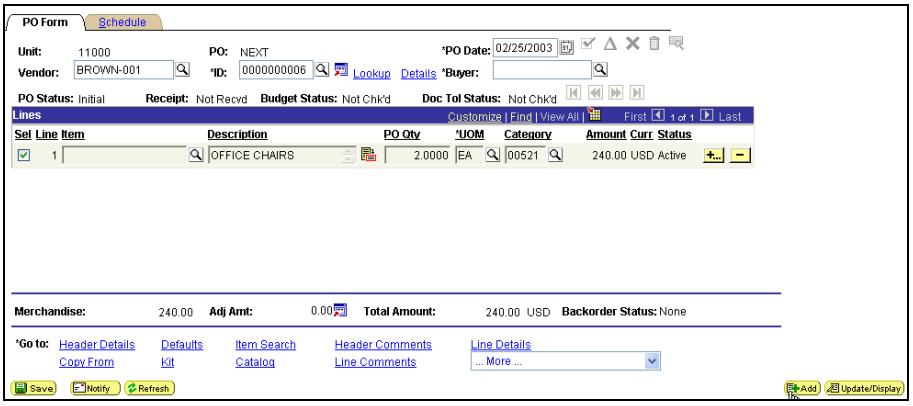
REQUISITION SELECT PAGE



Select ✓ the Requisitions Lines that you want to copy directly into the PO.

Click on Copy To PO. You will be transferred to the PO Form page.

PO FORM PAGE



PO Status - Initial

Buyer – Enter the Buyer.

Verify that the line, schedule and distribution information is accurate. Make changes as required.

If you reduce the requisition quantity on the PO, you will get the following message asking if you want to increase the open quantity of requisition to allow the remaining requested quantity to be available for sourcing to a PO at a later time.

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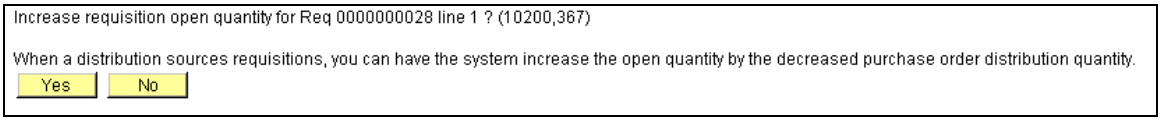
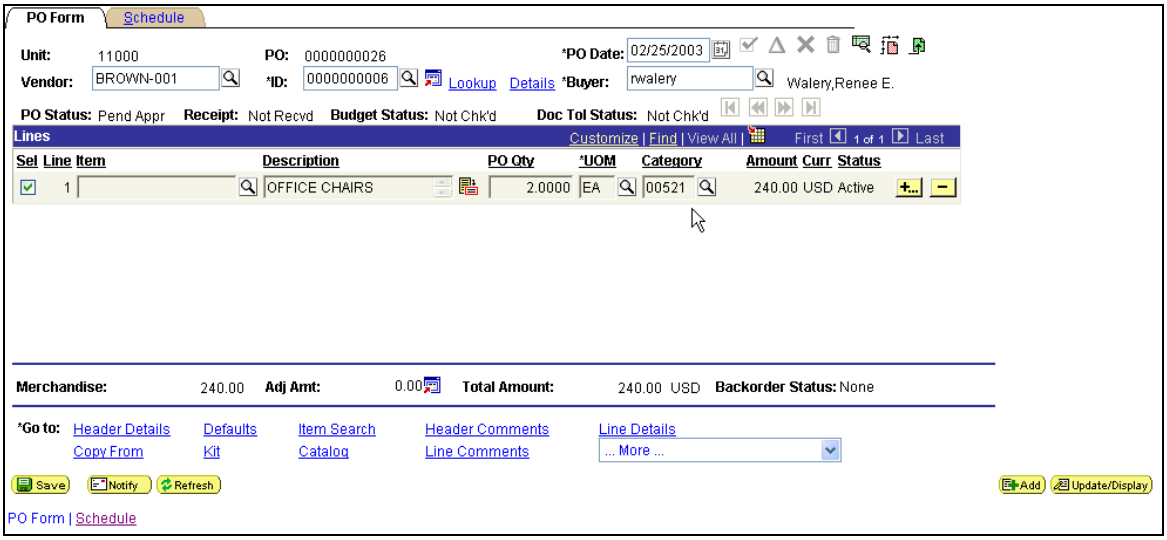


Press Save.

Note the PO ID.



STEP 4 – COMPLETE PO PROCESSING

Budget Check, Approve and Dispatch the PO – See Steps 5-7 in the Creating a PO From a Requisition section.

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CANCELING A PURCHASE ORDER

Purchase orders can be cancelled in entirety, using PO Workbench, as well as in part (i.e., lines, and schedules) using various "Cancel" buttons on the PO itself. See the Change Order section for details regarding canceling PO lines and schedules.

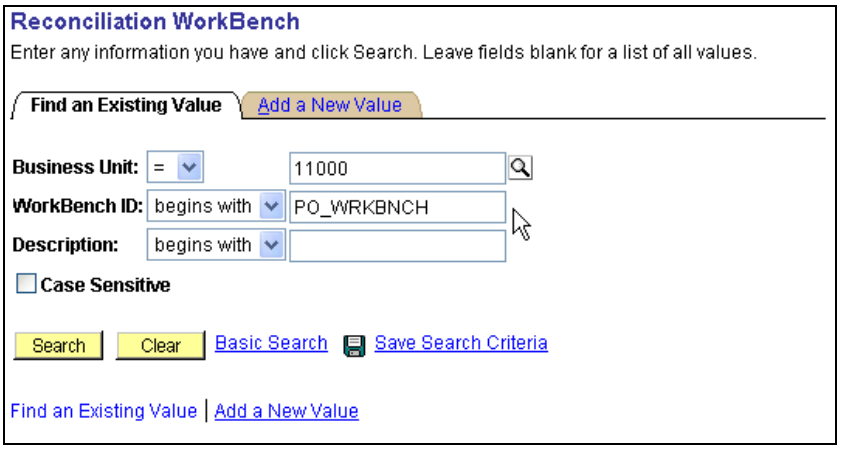
Only purchase orders that have been budget checked, approved and/or dispatched and which have not been vouchered can be cancelled using the PO Workbench. Even if the voucher is for a partial receipt of a single line item, the PO cannot be cancelled using PO Workbench. .

Cancellation of the PO must be done in the following steps to be successful:
Select PO to Cancel in Reconciliation Workbench
Cancel the PO.
Verify the PO Cancellation
Run the PO Close Process
Budget Check the PO

STEP 1 – SELECT THE PO TO CANCEL IN RECONCILIATION WORKBENCH

To access the PO Workbench, perform the following navigation:

Navigation: *Purchasing > Purchase Orders > Reconcile POs >Reconciliation Workbench*



Enter a valid **Workbench ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Workbench ID field to access the **Reconciliation Workbench – Filter Options** page below.

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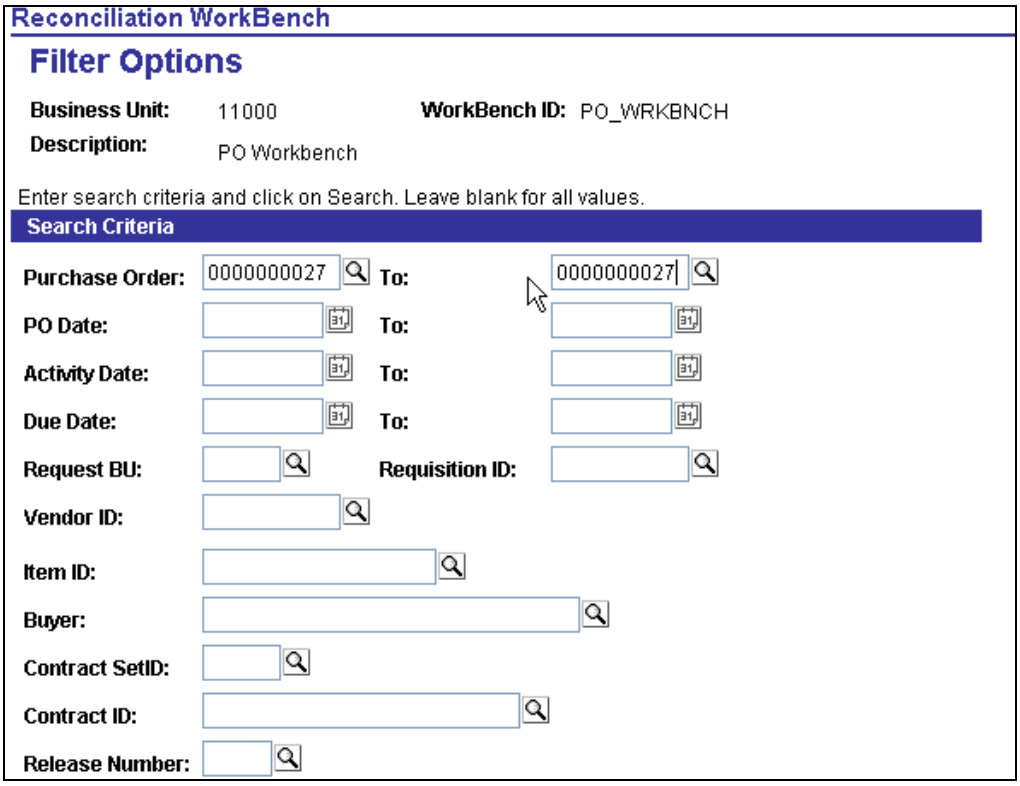
If using the process for the first time, users must create their own Workbench ID by selecting “Add a New Value” instead of “Find an Existing Value”. Type in a name for the **Workbench ID**, such as PO_WRKBNCH. Click Add.

You will be transferred to the Reconciliation Workbench – Filter Options page.

RECONCILIATION WORKBENCH – FILTER OPTIONS PAGE



This page allows the user to determine which PO(s) will appear on the Workbench page. To access a single PO, enter the PO number in the PO field. To select a subset of POs, populate one or more of the other fields in the box. For a list of all PO’s, populate the Business Unit field only. If the Open Encumbrances field is selected, this allows a search for POs with open encumbrances. Multiple ChartField criteria may also be entered as search criteria.

Press Search to bring up the Reconciliation Workbench page.

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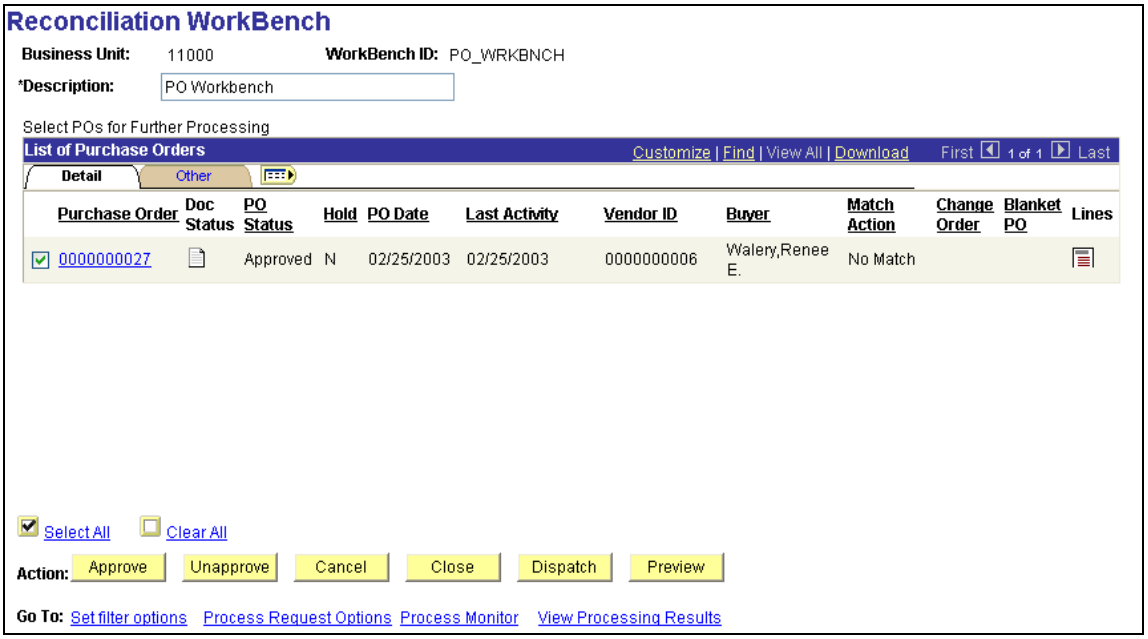
RECONCILIATION WORKBENCH PAGE – DETAIL TAB



- Document Status - The system will open the PO Document Status page for the Purchase Order.

- Lines -The system will open the PO Lines pages for the Purchase Order.

Approve - Changes the status of the selected PO(s) to Approved.

Unapprove - Changes the status of the selected PO(s) to Open.

Cancel - Cancels the PO and all of its lines. You cannot cancel POs that have been dispatched. Canceling a PO does NOT create a change order.

Close - Closes the selected PO(s) to further processing.

Dispatch - Dispatches the selected PO(s), including all the lines on the PO(s). Only POs with approved statuses and budget checked can be dispatched.

Preview -Previews the selected PO(s)

Set Filter Options - Accesses the Reconciliation Workbench – Filter Options page.

Process Request Options - Accesses the Process Request page to initiate a process request.

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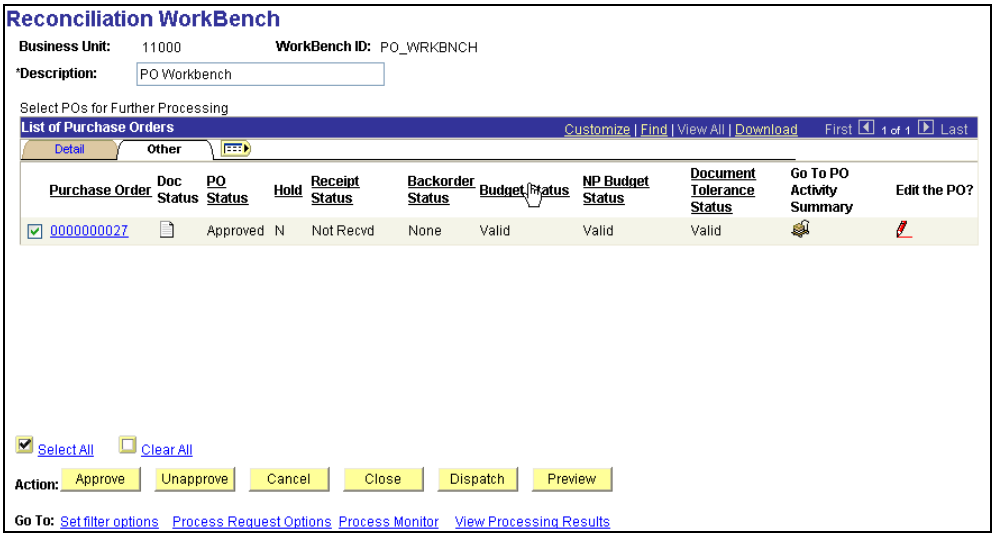
Process Monitor - Accesses the Process Monitor page for viewing the status of POs submitted to dispatch or preview.

View Processing Results - Accesses the process results page for viewing the results of the actions performed.

Click on the **Other** Tab.

RECONCILIATION WORKBENCH PAGE – OTHER TAB



- Go To Activity Summary - The system opens the Activity Summary inquiry page.

- Edit the PO - The system opens the Maintain Purchase Order component where you can make changes to the PO.

STEP 2 – CANCEL THE PO

To select a PO for cancellation, check the box for the PO on the left side of the PO, and then click Cancel.

CAUTION: Once the Cancel button is clicked, the PO is canceled without an opportunity to abort; also, the Cancel Delay Days feature does not apply to canceling a PO from PO Workbench. If canceled in error, the PO will have to be created again, though this task can be made easier by

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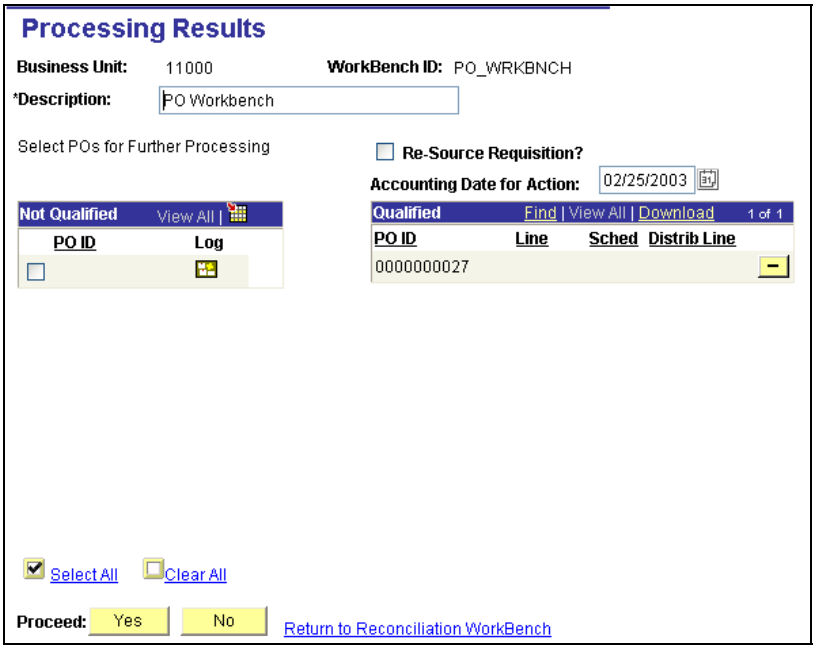
copying the canceled PO to a new one. It will have a new number and will have to be dispatched to the vendor with an explanation.

The Processing Results page will appear.

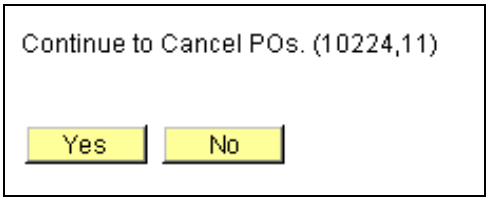
RECONCILIATION WORKBENCH - PROCESSING RESULTS PAGE



The page is split into 2 sections: POs Not Qualified and POs Qualified.

If the PO qualifies for cancellation, click YES

You will be asked one last time if you wish to proceed. Click YES.



You will be returned to the Reconciliation Workbench.

STEP 3 – VERIFY THE PO CANCELLATION

Verify that the PO Status = ***Canceled***.

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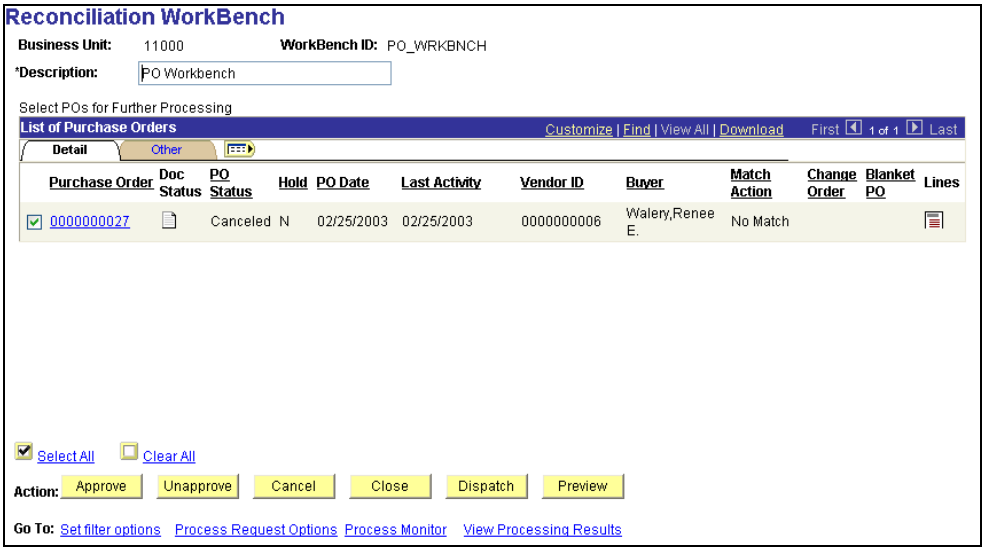

Press Save.

Once a PO has been cancelled, you can only view it through the Review PO Information component. It is not available in the Maintain Purchase Orders component. Canceled POs can be copied into a new PO.

STEP 4 – CLOSE THE CANCELED PO

The PO Recon process changes the status of canceled POs to *Complete* and they no longer show up in the list of available POs when you access PO pages in the update/display mode. They still remain available for viewing in the PO Inquiry pages. By removing these POs, system performance improves and the time to find POs you need to modify decreases.

See the **Reconciling and Closing Purchase Order** section for more information on closing POs.

STEP 5 – BUDGET CHECK THE CLOSED PO

Because the PO close process relieves encumbered funds that have not been fully vouchered, it changes the Budget Status of the PO from *Valid* to *Not Checked*. The PO must then be Budget Checked again to complete the PO cycle. This is to account for any changes to the amount since the PO was dispatched. Run budget checking using the batch budget check process.

See the **Reconciling and Closing Purchase Order** section for more information on budget checking closed POs.

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RECONCILING AND CLOSING PURCHASE ORDERS

Purchase Orders are reconciled or closed when they are no longer needed. This occurs when the PO has been canceled, fully received and vouchered, or partially received and vouchered and no additional receipts are expected. The PO Recon process changes the status of eligible POs to *Complete* and they no longer show up in the list of available POs when you access PO pages in the update/display mode. They still remain available for viewing in the PO Inquiry pages. By removing these POs, system performance improves and the time to find POs you need to modify decreases.

The Close or Reconcile Purchase Orders process, also called PO Recon, checks POs to determine whether they can be closed. During this process, the system compares POs to corresponding receiving and invoice data. The following criteria must be met before a PO can be closed:

The PO must be:

- PO Status must be D (Dispatched) or X (Canceled)
- Match status must be M (Matched), O (Overridden), or N (No Match)
- Fully received and the close delay days have expired; **or**
- Partially received with remainder canceled and the cancel delay days have expired; **or**
- All lines of the PO are canceled and the cancel delay days have expired.
- The corresponding PO Voucher(s) must be deleted, closed or posted for an amount greater than or equal to the PO; **or** one of its PO Vouchers must have the Final Reference flag checked.

PO Recon can be specified for a single PO, for all POs in the Business Unit.

The steps to close a PO are:

Close the PO
Budget Check the Closed POs
Verify the PO Statuses

STEP 1 – CLOSE THE POS

You can run the PO Close process either from PO Reconciliation Workbench or from the Close POs page.

CLOSING POS FROM RECONCILIATION WORKBENCH

Navigation: *Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench*

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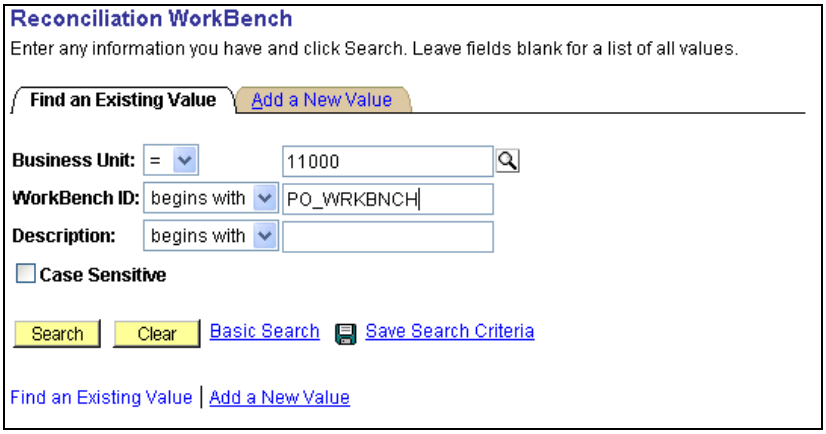

Enter a valid **Workbench ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Workbench ID field to access the **Reconciliation Workbench – Filter Options** page below.

If using the process for the first time, users must create their own Workbench ID by selecting "Add a New Value" instead of "Find an Existing Value". Type in a name for the **Workbench ID**, such as PO_WRKBNCH. Click Add.

You will be transferred to the Reconciliation Workbench – Filter Options page.

RECONCILIATION WORKBENCH – FILTER OPTIONS PAGE

This page allows the user to determine which PO(s) will appear on the Workbench page. To access a single PO, enter the PO number in the PO field. To select a subset of POs, populate one or more of the other fields in the box. For a list of all PO's, populate the Business Unit field only. If the Open Encumbrances field is selected, this allows a search for POs with open encumbrances. Multiple ChartField criteria may also be entered as search criteria.

Press Search to bring up the **Reconciliation Workbench** page.

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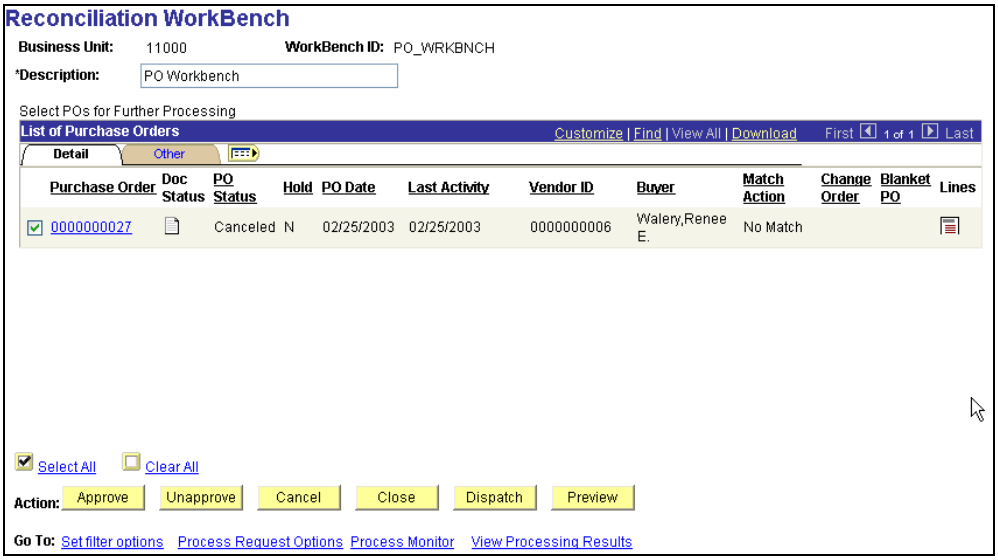
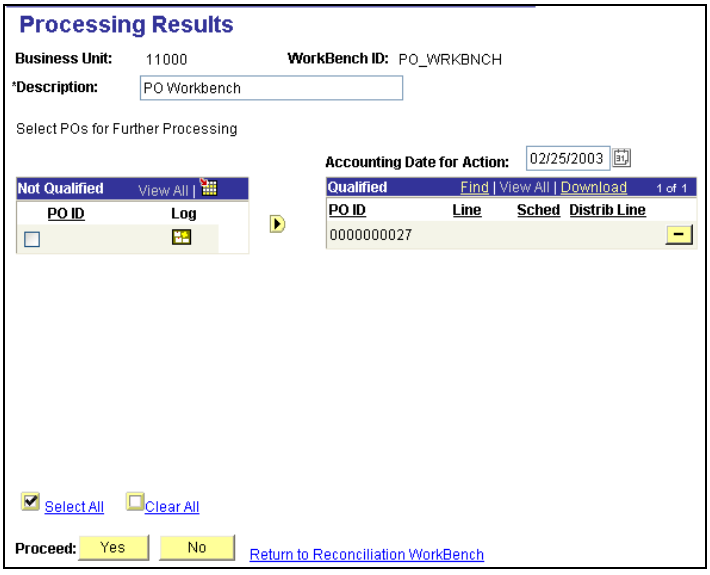
RECONCILIATION WORKBENCH PAGE – DETAIL TAB



Press the Close button.

The **Processing Results** page will appear.

RECONCILIATION WORKBENCH - PROCESSING RESULTS PAGE



The page is split into 2 sections: POs Not Qualified and POs Qualified.

If the PO qualifies for closure, click Yes.

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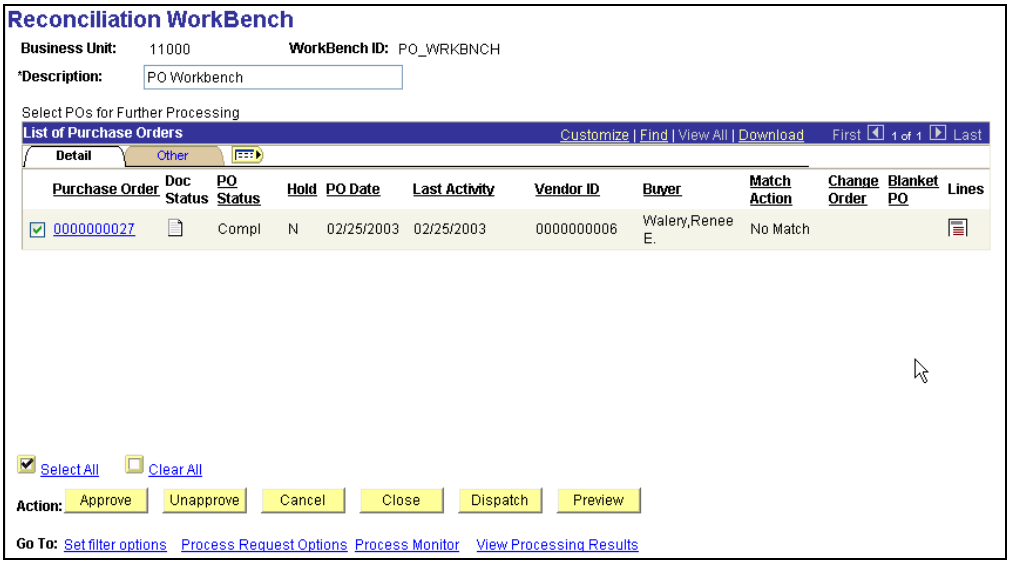
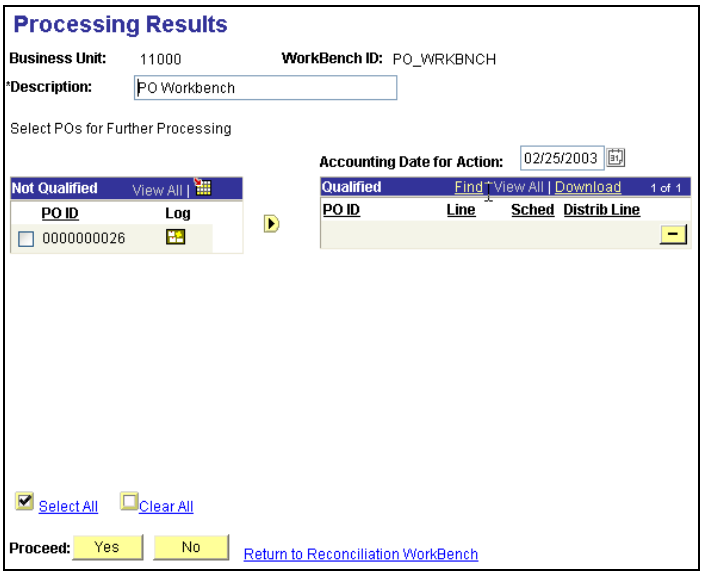
You will be asked one last time if you want to continue to close the PO. Click Yes.

You will be returned to the **Reconciliation Workbench**. Press Save.

Once the PO is closed, the PO Status changes to ***Complete***.



If a PO does not qualify for closure, you can review the reason on the **Reconciliation Workbench - Processing Results** page.



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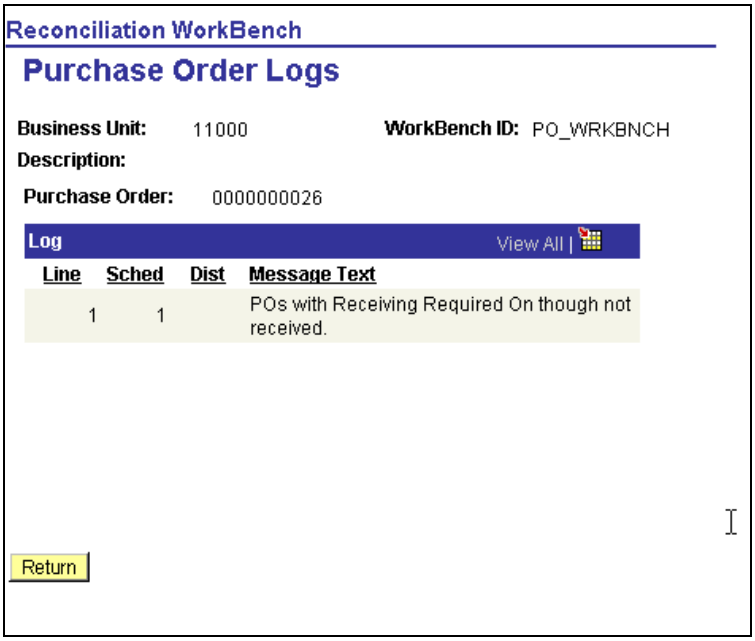
Check ✓ the PO you want to review and click on the Log icon. It will transfer you to the **Reconciliation Workbench – Purchase Order Log** page. An explanation on why the PO is not eligible for closure will be available.

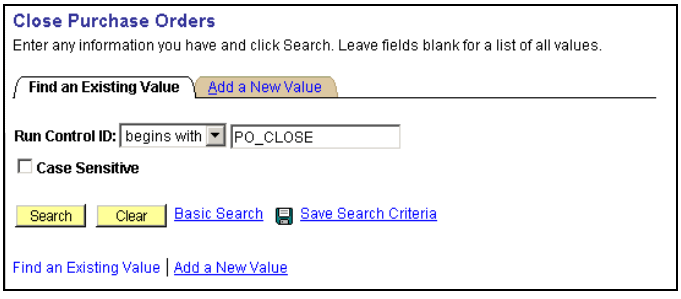
RECONCILIATION WORKBENCH – PURCHASE ORDER LOG



Click Return to return to the Processing Results page.

BATCH CLOSING POS

Navigation: *Purchasing > Purchase Orders > Reconcile POs > Close Purchase Orders*



Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Close PO** page below.

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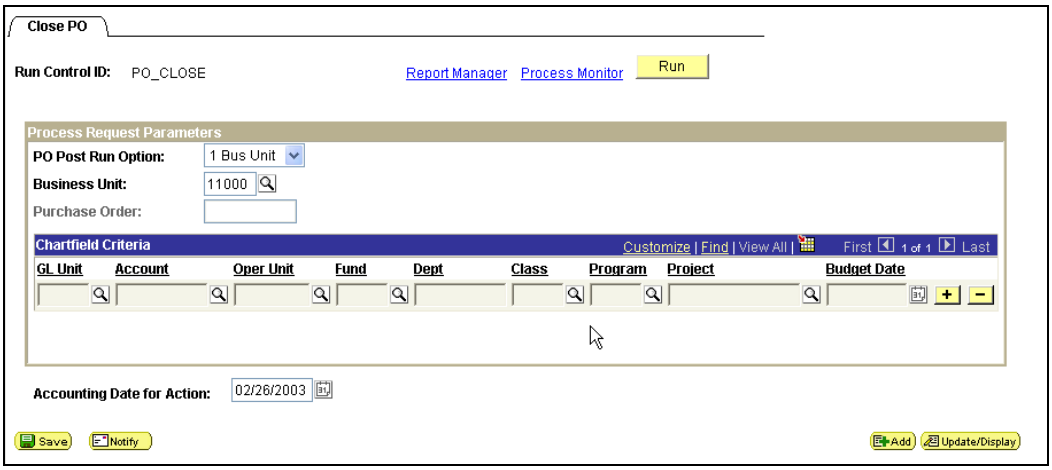
If using the process for the first time, users must create their own Run Control ID by selecting “Add a New Value” instead of “Find an Existing Value”. Type in a name for the **Run Control ID**, such as PO_CLOSE. Click Add.

You will be transferred to the **Close PO** page.

CLOSE PO PAGE



PO Post Run Option - Permits the User to select all PO’s from all business units (All Bus), all PO’s from a single business unit (1 Bus Unit), or one PO (1 Document). Depending on the choice, the Business Unit and Purchase Order fields will become available.

ChartField Criteria - Allows the user to select POs for processing based on specific ChartField values.

Once all parameters have been specified, click the Run button Run. You will be transferred to the Process Scheduler Request page.

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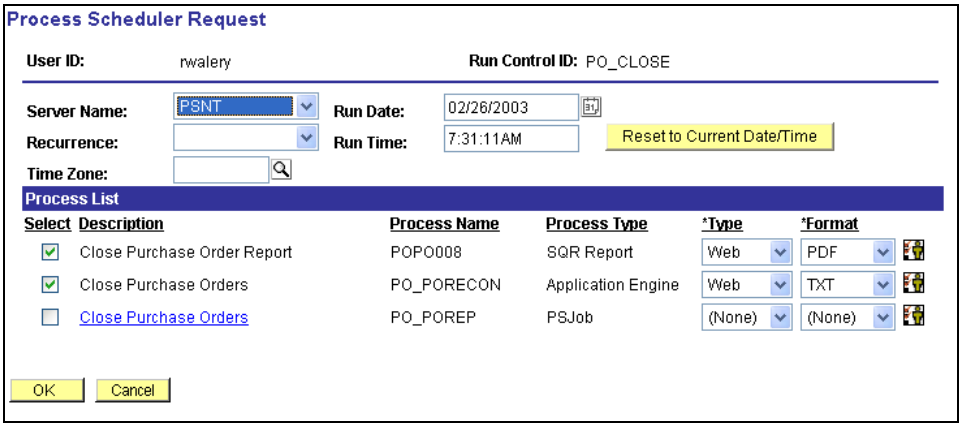
PROCESS SCHEDULER REQUEST PAGE



Server Name – PSNT

Select ✓ Close Purchase Order Report

Select ✓ Close Purchase Orders

Click OK to run the PO RECON process. You will be transferred back to the **Close PO** page.

Press the Process Monitor link on the Close PO page to review the progress of the process. When the **Run Status** on the Process Monitor page says *Success*, proceed to Step 2 below.

Once PO Recon has completed successfully, the status of the PO changes to *Complete*.

STEP 2 – BUDGET CHECK THE CLOSED POS

Because the PO close process relieves encumbered funds that have not been fully vouchered, it changes the Budget Status of the PO from *Valid* to *Not Checked*. The PO must then be Budget Checked again to complete the PO cycle. This is to account for any changes to the amount since the PO was dispatched, including changes made when the PO was vouchered in Accounts Payable. Run the budget checking using the batch budget check process.

Navigation: *Purchasing > Purchase Orders > Budget Check*

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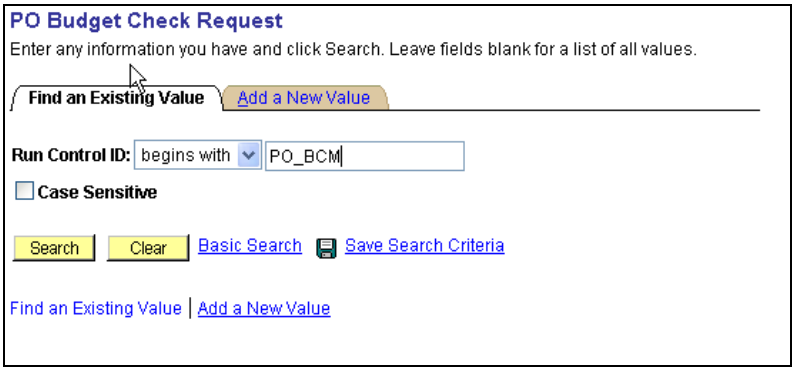
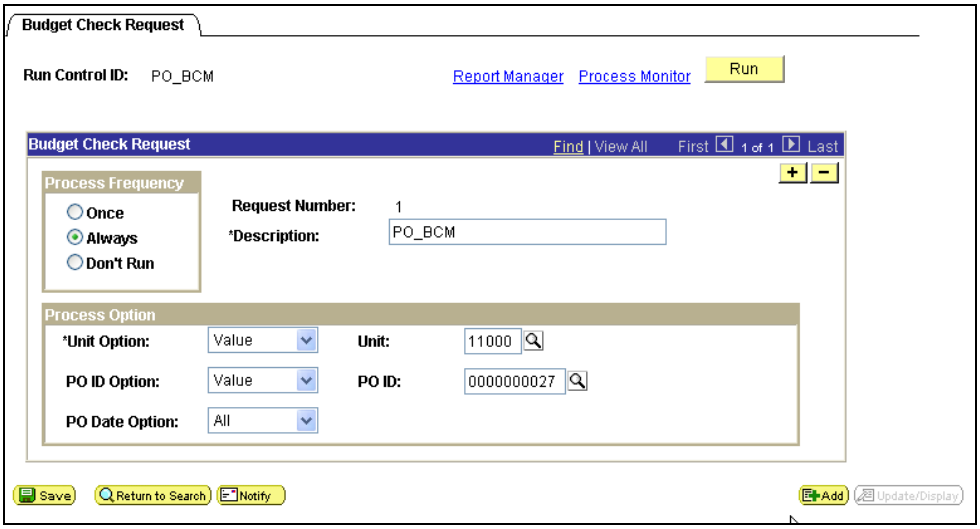


Enter a valid **Run Control ID** in the dialogue box above or select from a list by leaving the field blank and clicking Search. Click Search after populating the Run Control ID field to access the **Budget Check Request** page below.

If using the process for the first time, users must create their own run controls by selecting "Add a New Value" instead of "Find an Existing Value". Type in a name for the **Run Control ID**, such as PO_BCM for PO Budget Check. Click Add.

You will be transferred to the **Budget Check Request** page.

BUDGET CHECK REQUEST PAGE



Process Frequency – Select *Always*

Description – Enter description for the Run Control.

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Unit Option – Select *All* to process all Business Units or select *Value* if you want to process only one Business Unit. If you select *Value*, the **Unit** field will become available next to the Unit Option field. Enter the Business Unit or click on and then click on Look Up to select from the valid list of Business Units.

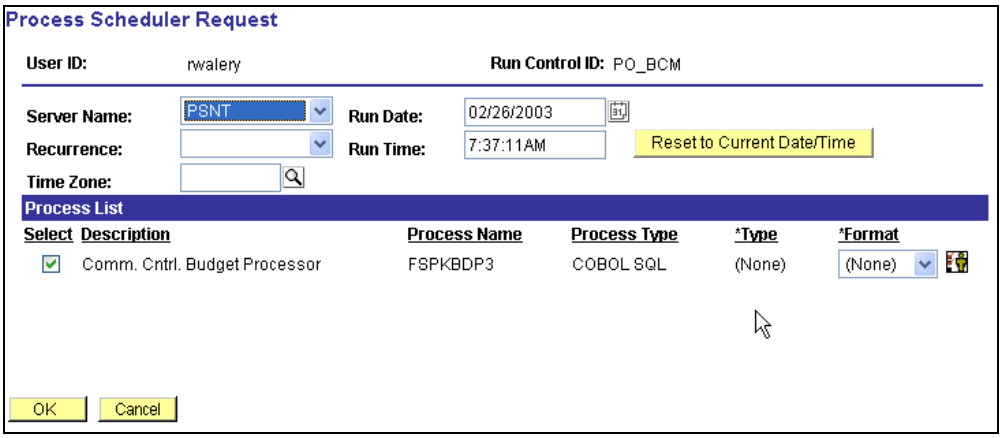
PO ID Option - Select a single PO to be processed (*Value*), a range of POs (*Some*), or All POs (*All*). If you select *Value*, the **PO ID** field will become available next to the PO ID Option field. Enter the PO ID or click on and then click on Look Up to select from the valid list of POs. If you select *Some*, the *From/To* fields will become available next to the PO ID Option field. Enter the PO ID range or click on and then click on Look Up to select from the valid list of POs.

PO Date Options - Select *Value* (a specific date), *Some* (a range of dates), or *All*. If you select *Value*, the **PO Date** field will become available next to the PO Date Options field. Enter the PO Date or click on to select a date from the popup calendar. If you select *Some*, the *From/To* fields will become available next to the PO ID Option field. Enter the PO Date range or click on to select from the popup calendar.

Press Save. This will save your Run Control settings for use in the future.

After your selections have been made, click Run to open the **Process Scheduler Request** page.

PROCESS SCHEDULER REQUEST PAGE



Server Name – PSNT

Select ✓ Comm. Cntrl. Budget Processor.

Click OK to run the budget checking process. You will be transferred back to the **Budget Check Request** page.

Press the Process Monitor link on the Budget Check Request page to review the progress of the process. When the **Run Status** on the Process Monitor page says *Success* , the process has completed successfully.

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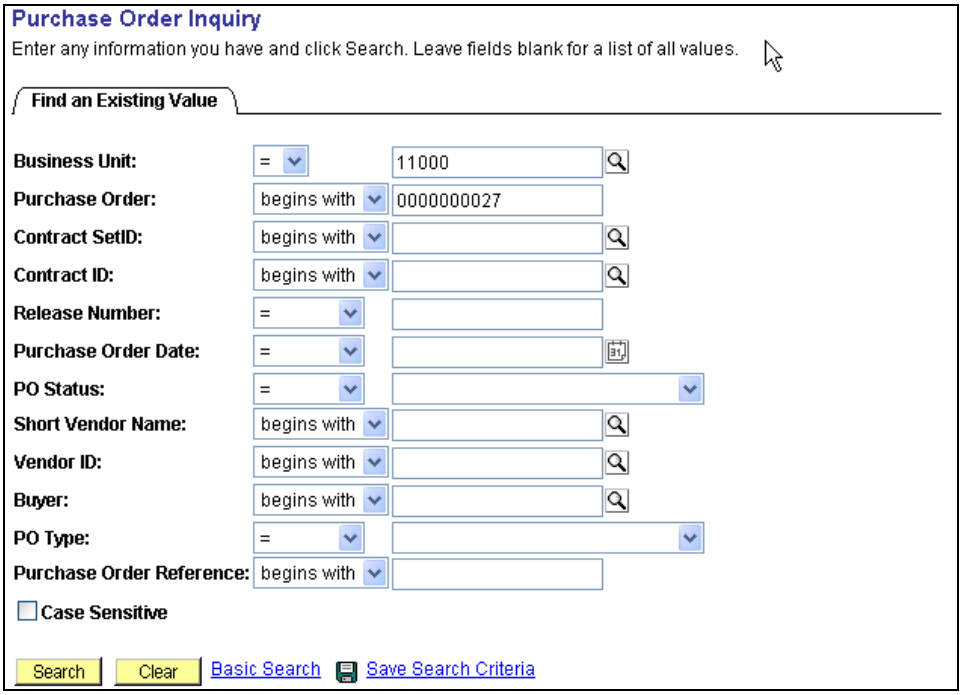
If successful, the BCM status on the PO will be *Valid*.

STEP 3 – INQUIRE ON THE PO STATUSES

Inquire on the PO to make sure of the following statuses:

PO Header Status = Completed
Budget Status = Valid
Received Status = Received or Not Received
PO Line Status = Closed or Canceled
PO Schedule Status = Closed or Canceled
PO Distribution Status = Completed or Canceled

Navigation: *Purchasing > Purchase Orders > Review PO Information > Purchase Orders*



Enter the Business Unit and Purchase Order. Press Search. You will be transferred to the **PO Form** page.

If you want to search for all completed (closed) POs, enter the Business Unit and a PO Status = Complete. Press Search. Select the PO from the search results.

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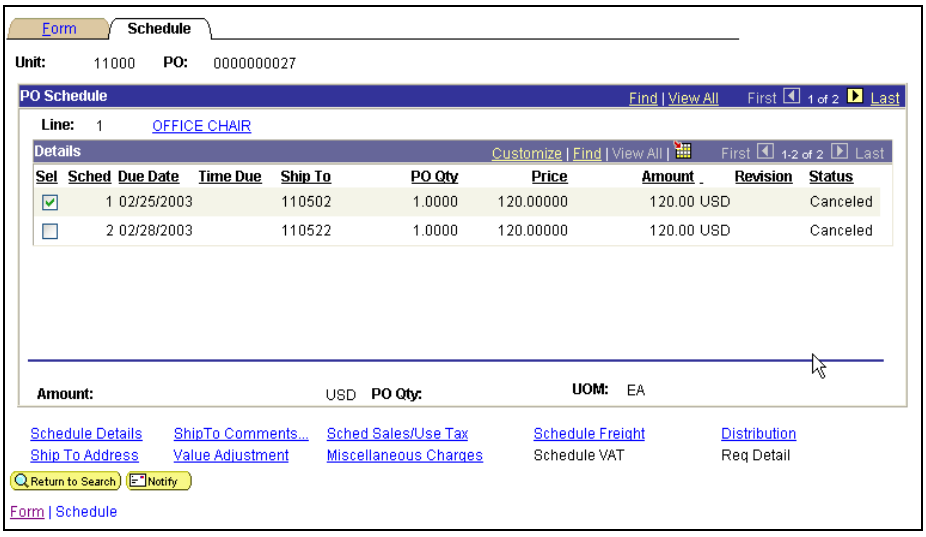
FORM PAGE

SCHEDULE PAGE



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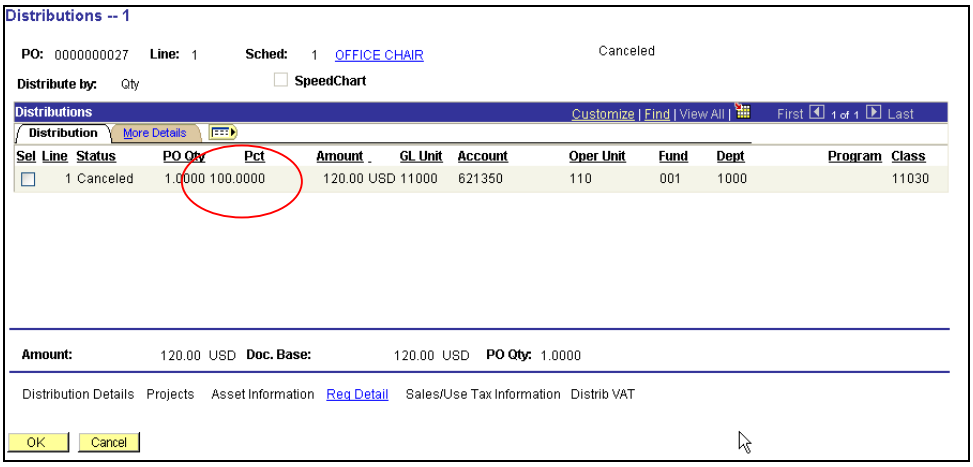
DISTRIBUTIONS PAGE



If the PO amount was less than the original Requisition, this excess amount is still pre-encumbered. The final steps in the procurement process are to Reconcile and Close the Requisition.

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RECONCILING AND CLOSING REQUISITIONS

If a PO was created from a Requisition, once the PO has been completed, the same must be done to the Requisition. If this is not done, the budget for the item maybe over pre-encumbered.

To run Req Recon perform the following navigation:

Navigation: *Purchasing > Requisitions > Reconcile Requisitions > Reconciliation Workbench*
OR
Navigation: *Purchasing > Requisitions > Reconcile Requisitions > Close Requisitions*

The Reconciling Requisitions process is identical to Reconciling POs, except for individual documents. Requisition ID is used instead of PO number.

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CREATING PO CHANGE ORDERS

To modify POs that are still "open", a change order must be created. A PO is considered "open" if it has been:

- Dispatched, **AND**
- Not fully vouchered.

Changes to "open" POs create sequential change order numbers if certain fields are modified. A PO that has been assigned a change order number must be re-dispatched, and may also require Budget Checking depending on the nature of the change. Changes to POs that have not been dispatched do not result in change orders, although they may be subject to Budget Check depending on the nature of the change. Accessing the same PO pages that were used to create the PO creates change orders.

The PO Header, Lines, Schedule and Distribution pages can all be changed. To make changes, open the same pages that were used to create or update the PO (Navigation: Purchasing > Purchase Orders > Maintain Purchase Orders). Find an existing value and select the PO to be changed. Changes to most "grayed out" fields can be made after clicking the "Change" buttons on the appropriate pages to "ungray" those fields that were previously uneditable. There are other fields that will continue to appear in black after PO dispatch. Such fields can be changed without clicking the button.

Some rules-of-thumb pertaining to changing POs:

- If a field appears in black and the change applies only to that field, change it without clicking the button.
- If an entire row appears in black and you want to remove it, use (Delete Row) or Alt + 8 rather than one of the cancel buttons.
- If changing a PO Line that has already been fully vouchered, add another line if the change is for an additional quantity. For price changes or quantity decreases, change the existing Line or Schedule, and correct the existing PO Distribution line(s) manually.

The steps for creating a change order are:

Change the PO Header (PO Form Tab)
Change the PO Lines
Change the PO Schedule (Schedule Tab)
Change the PO Distribution – click on the Distributions link (You can change a PO distribution without creating a change order.)
Re-budget check the PO – if quantities or price are changed
Review Change Order History
Re-approve the PO – if the PO amount has changed
Re-dispatch the PO

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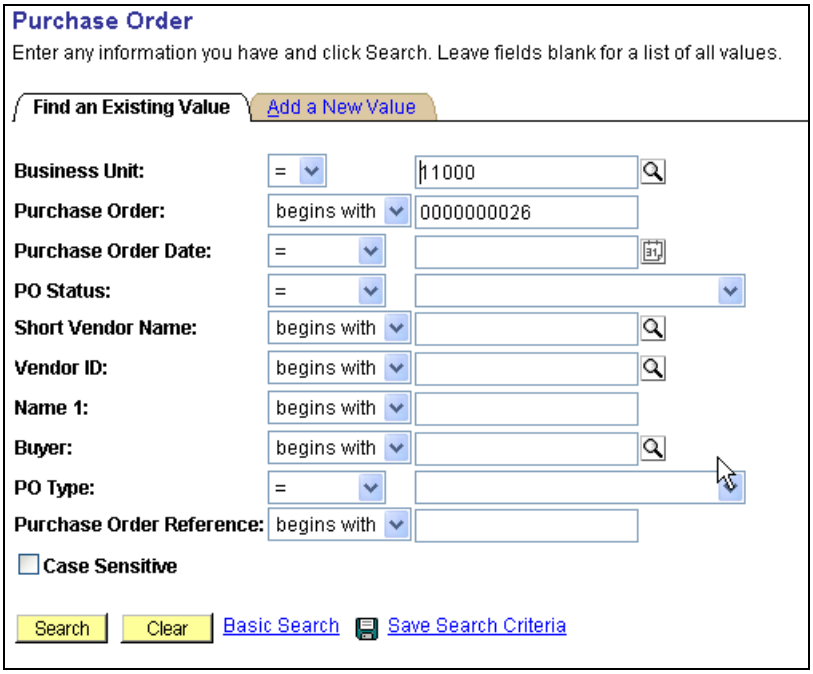
STEP 1 - CHANGE PO FORM HEADER

The PO Form carries information that affects the entire PO. When creating a change order, all of the PO Form information on the PO Form page can be changed except the Vendor.

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*



Click on “Find an Existing Value”. Enter the **Business Unit** and the **Purchase Order**. Press Search.

You will be transferred to the **PO Form** page.

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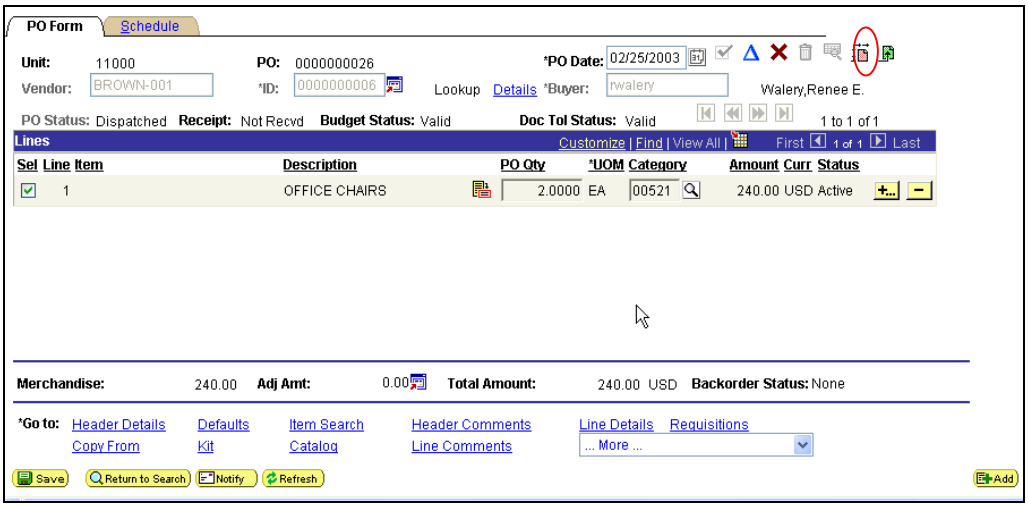
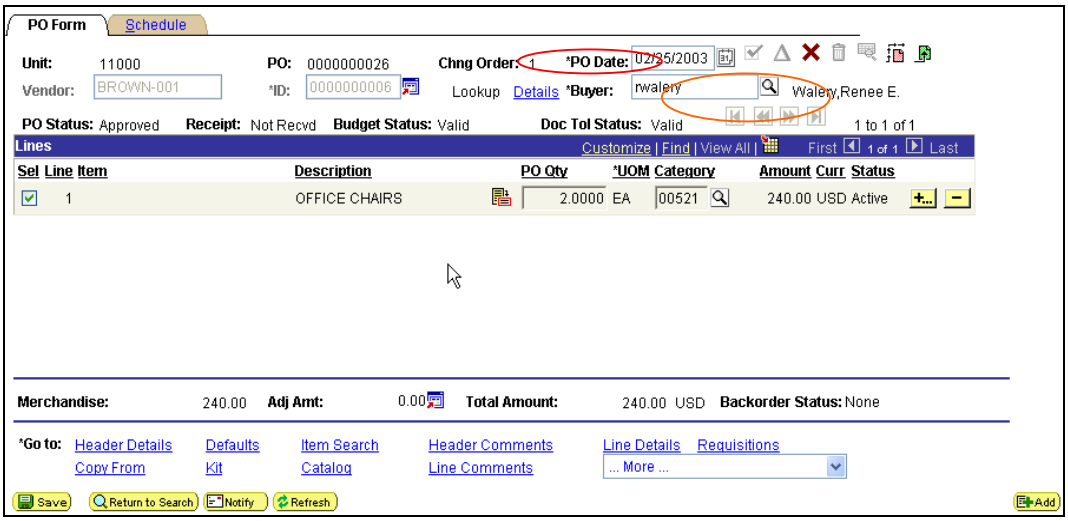
PO FORM PAGE



To change the PO Form page information perform the following steps:

- Click the **Chng Hdr** button Δ. (This is only available if the PO has been dispatched.) Although some Header fields are initially protected from change, these fields become accessible for change when the **Chng Hdr** Button is clicked.
- The vendor remains unchangeable. If the vendor needs to be changed, cancel the PO and source the Requisition to a new PO.



The system numbers change orders automatically. After clicking **Chng Hdr**, the Change Order number field appears next to the PO number and the PO status changes from Dispatched to Approved. The system automatically increments the change order number by one.

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Press Save.

Business Process Requirement: All change orders or modifications to a PO must be noted in the PO Header Comments with the name of the person making the changes, the date, and the changes being made.

STEP 2 - CHANGE PO LINES

To change a PO line, navigate to the Line Details page.

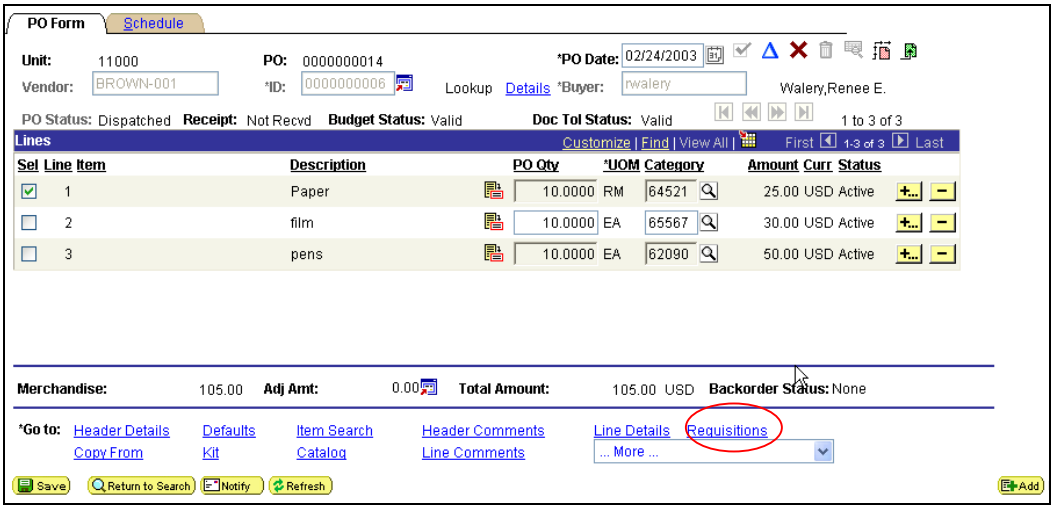
Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

Click on "Find an Existing Value". Enter the **Business Unit** and the **Purchase Order**. Press Search.

You will be transferred to the **PO Form** page.

On the PO Form page, click on the Line Details link.

PO FORM PAGE



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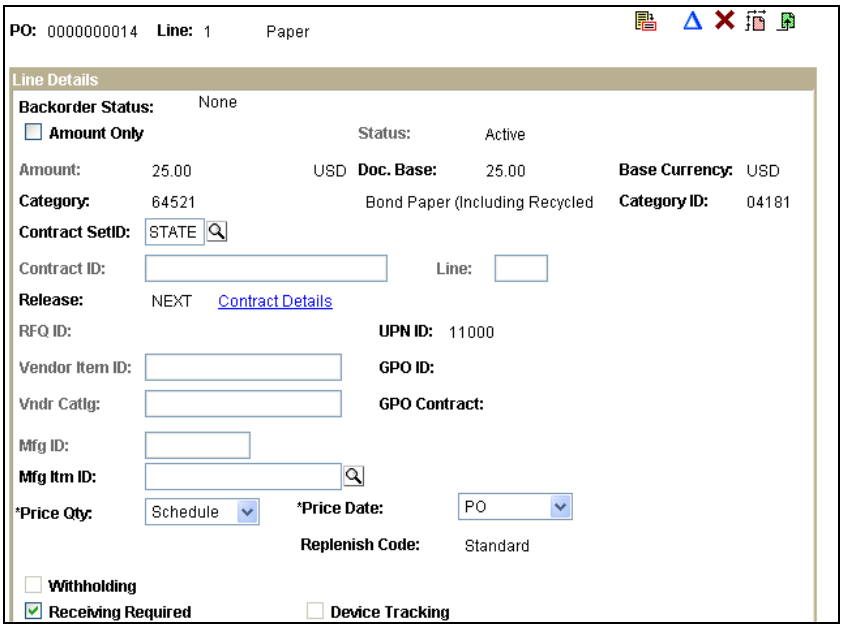
LINE DETAILS PAGE



On the Line Details page, click the Change Line icon Δ.

- Pressing the **Change Line** button on this page "ungrays" or opens up the line item fields on the PO Form page for change, except for PO Qty, which can be changed without clicking the **Create Line Change** button.
- If the Line is to be cancelled instead of changed, press the **Cancel Line** icon ✕. This will cancel the line and all schedules and distributions associated with the line.

You will be taken back to the PO Form page once you press the Δ or ✕ icons.

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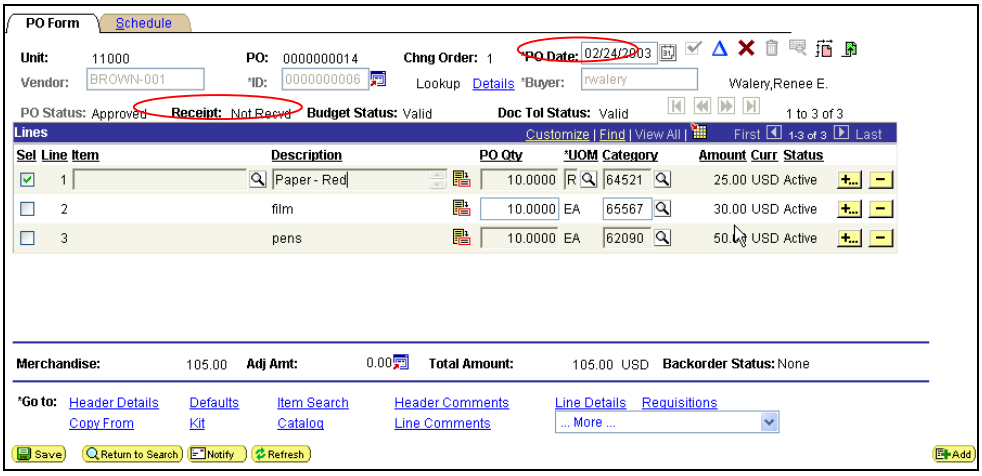

If the entire PO is to be canceled, press the Cancel PO icon on the PO Form page.

After changing the Line information, proceed to the Schedules and Distribution pages and make the appropriate changes there.

NOTE: If a line item has been received, cancel the receiver before changing the line and then re-receive. If the line received has been vouchered, the receiver cannot be canceled. See rules-of-thumb above.

When a change is made to the line information, the **Change Order** sequence becomes “1” if this is the first change generated. The **PO Status** changes from *Dispatched* back to *Approved*.

Press Save.

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STEP 3 - CHANGE PO SCHEDULE

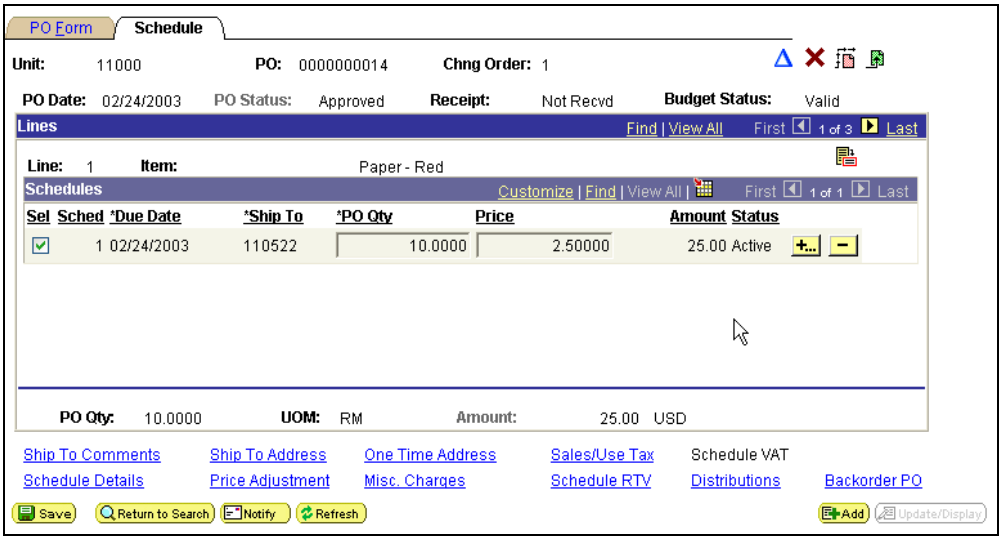
Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

Click on “Find an Existing Value”. Enter the **Business Unit** and the **Purchase Order**. Press Search.

You will be transferred to the **PO Form** page.

Click on the **Schedule** Tab.

PO SCHEDULE PAGE



All fields on this page except PO Qty are “grayed out” and are not available for change. Click the **Chng Schd** Δ icon to change field values. (Note: If the **Chng Hdr** Δ icon was clicked on the PO Form page, it will be grayed out on that page, but that will not affect the **Chng Schd** Δ button on the Schedule page.)

Click the **Cancel Schedule** ✖ icon to cancel a Schedule completely. Keep in mind the order quantity total of all Schedules must equal the line item order quantity.

If schedules need to be added or deleted, use the +... and/or − buttons at the line level.

NOTE: If a Schedule for a line item has been received, cancel the receiver before changing the line and then re-receive. If the schedule received has been vouchered, the receiver cannot be canceled. See rules-of-thumb above.

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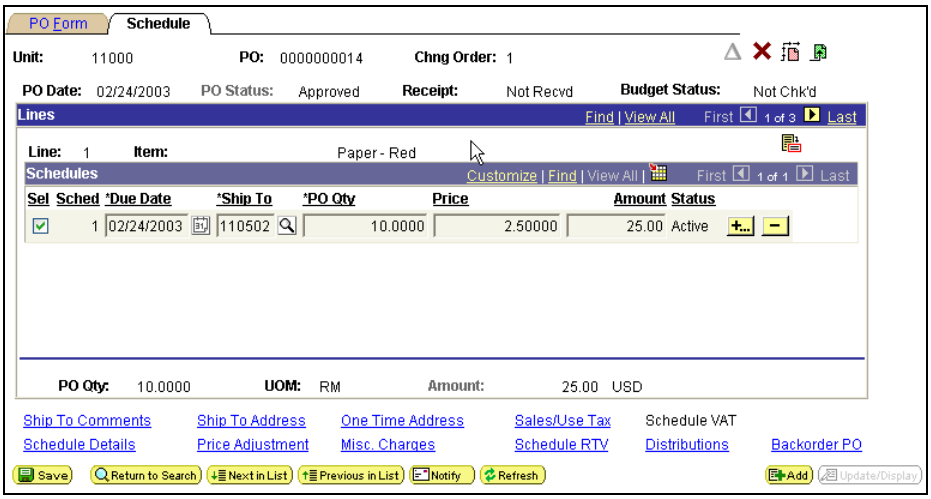
Once the Chng Schd button is pressed, the Due Date and Ship To fields are available for changing.



Once you have made your changes to the schedule, press Save.

If you are making multiple changes to the PO header, lines and/or schedules, the Change Order sequence number remains at "1" provided you have not saved the page and dispatched it before you made the additional changes. Each time you create a change order for a dispatched PO, the Change Order sequence number increases by 1.

FINALIZING A PO SCHEDULE IF CREATED FROM A REQUISITION

One of the features in Purchasing is the ability for a Purchase Order created from a requisition to be finalized and or to undo a Finalization at the Purchase order level. To finalize, use the Finalize icon. To undo a finalized schedule or document, use the Undo Finalize icon. These are available on the PO Form page, for application to the entire PO, or on the Schedule page, to apply only to a specific schedule.

Using partial and final liquidation, you can:

- Liquidate requisition or purchase order lines and relieve the outstanding pre-encumbrance and encumbrance from the budget ledger.
- Create the appropriate accounting transactions in the budget to relieve outstanding pre-encumbrances and encumbrances as applicable.
- Perform the correct accounting and available (open) amount calculations for modifications and cancellations of predecessor or successor transactions.
- Process final liquidations at the *schedule line* level of transactions; that is, orders can have some lines open while others are closed, determined by the corresponding voucher lines that reference (liquidate) the lines.

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Final Liquidation automates the process of fully liquidating direct encumbrances after they're no longer needed. When you create or modify a purchase order, you can declare that document Final (for less), prompting the system to liquidate the preceding requisition. You're making your purchase order the final document to be affected by the preceding requisition, for less money than you originally authorized. You can choose to finalize an entire document, or just a schedule.

You can reverse finalization of a purchase order or PO Voucher by declaring the document "Unfinalized". The system then restores the original budgetary amount to the preceding documents that it previously liquidated. If you don't declare a document Final (for Less), no additional liquidation takes place. The system replicates the Partial or Final status of a document down to all the document distribution lines associated with the given document schedule, adjusting all ledgers accordingly.

It is important to understand that each time you finalize or undo a finalize, the Budget checking process needs to be run in order to adjust the budgets.

NOTE: A purchase order schedule, which has been finalized, cannot be finalized again unless it has since been undone.

STEP 4 - CHANGE PO DISTRIBUTION

Changes to PO distributions after Dispatch are required if:

- The amount of the schedule changes because of price or quantity changes; or
- The transaction was distributed incorrectly.

In the first instance, the Distribution change is part of a change order initiated by a price or quantity change. In the second instance, where nothing else changes except the accounting distribution, a change order number is not created. This is because the system does not allow distribution changes to create a change order number. But the effect is similar to a change order in that the PO must be Budget Checked and Dispatched again.

Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*

Click on "Find an Existing Value". Enter the **Business Unit** and the **Purchase Order**. Press

.

You will be transferred to the **PO Form** page.

Click on the **Schedule** Tab.

To change the accounting distribution, click the Distributions link on the Schedule page. Note that all ChartFields are available to change.

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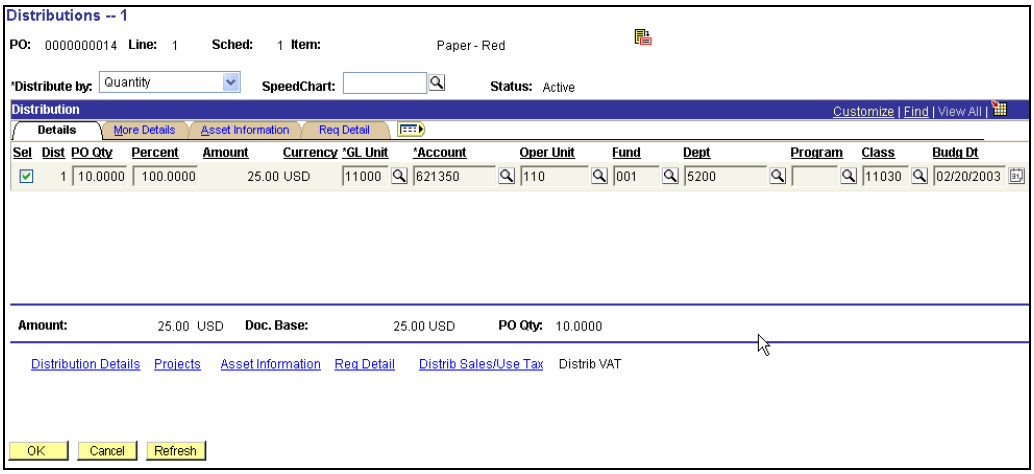
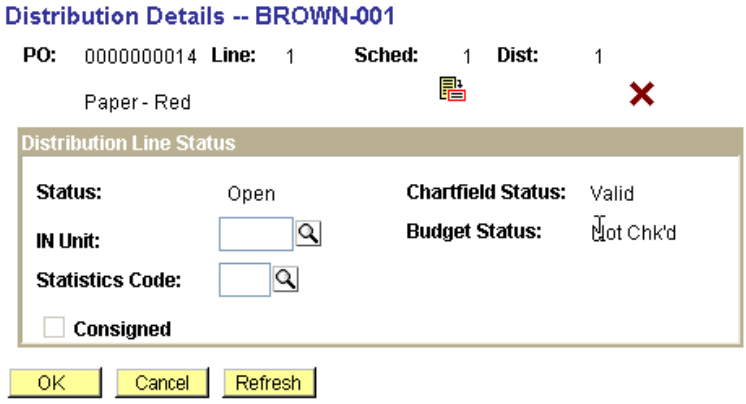
DISTRIBUTIONS PAGE



Click on the Distribution Details link. If you want to cancel a distribution, click on the Cancel Distribution button ✖ .



Clicking the Cancel Dist ✖ icon then OK will nullify the old distribution, though the record and Distribution line number is retained by the system. Repeat for each Distribution to be cancelled.

NOTE: If the Distribution is for a Schedule that has been received, cancel the receiver first before changing or canceling the Distribution, because Accounts Payable builds its PO vouchers from PO receivers, and a change to a Distribution associated with a prior receiver will produce inaccurate accounting results. If the receiver has been vouchered, change the existing Distribution amount (already in black) by manually recalculating the new values and overwriting the old values.

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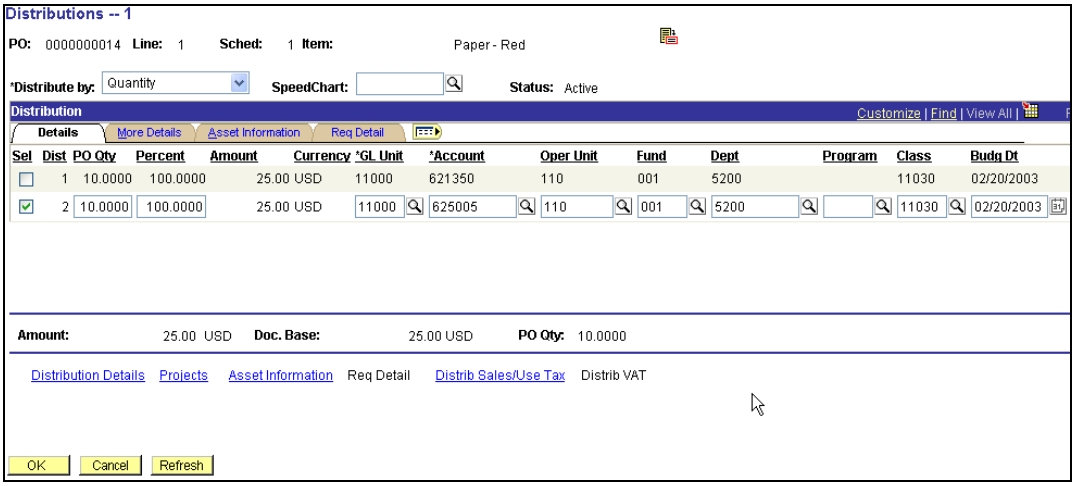
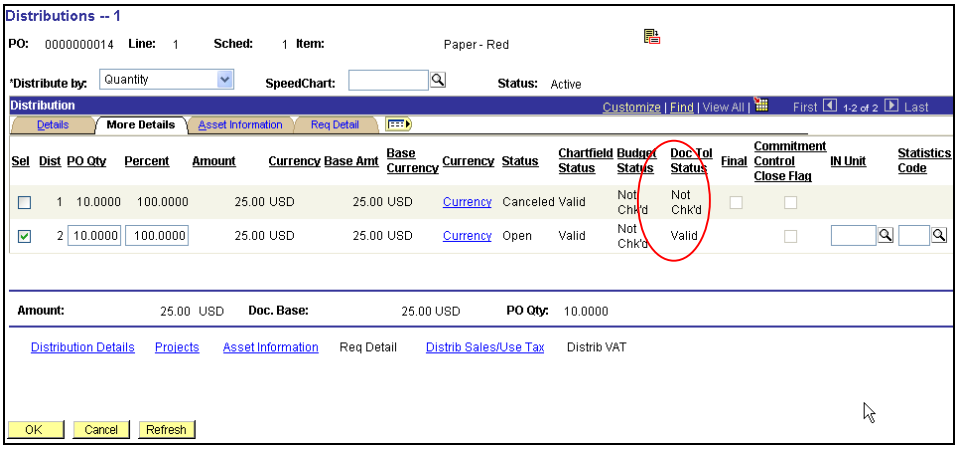
Click OK to return to the **Distributions** page where you can insert a new row and enter the new distribution.



On the **More Details** tab, you can see that the first distribution line **Status** is *Canceled* and the new distribution line **Status** is *Open.*



NOTE: If a distribution line is changed on a PO voucher, it will NOT change the distribution on the associated PO. However, the encumbrance and expenditures will be correctly adjusted even though the documents may not look the same.

Any changes to the distribution lines will require the PO be re-budget checked. If the amounts of the PO were also changed, it also will be necessary to re-approve the PO prior to dispatching.

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Step 5 – Re-budget Check the PO

If any PO amounts or distributions were changed, the PO Budget Status will change to *Not Checked* and the budget checking process must be run again.

Step 6 – Re-approve the PO

If the total amount of the PO has changed, the PO Status will change from *Approved* to *Pending Approval*. The PO must be approved again.

Step 7 – Re-dispatch the PO

Once the PO has been re-budget checked and re-approved, it must be dispatched again before the change order takes effect.

TIP: In PeopleSoft, once a change order has been dispatched and printed, you cannot go back and re-print any previous change orders. You can, however, do screen prints of the change order history pages if you need a printed version of previous changes.

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VENDOR CONTRACTS

VENDOR CONTRACTS OVERVIEW

Vendor contracts will be used in the State of North Dakota for purchasing specific items from approved vendors at an agreed upon price. All contracts have specific start and end dates and maximum dollar amounts that can be purchased under the contract.

There are two types of vendor contracts used in North Dakota:

Statewide Contracts – available to all State agencies
Agency Contracts – available to specific State agencies only

POs releases against a contract can be generated by:
Building the PO from a requisition that was created from the contract.
Creating a PO that copies data directly from the contract.

CREATING A PO BY COPYING DIRECTLY FROM A CONTRACT

A PO can be also be created by copying directly from a specific Contract. A vendor must be specified before you copy the Contract.

The steps are:
Create a new PO.
Select the Copy From hyperlink.
Verify the PO information.
Complete PO processing.
Review the Contract Releases

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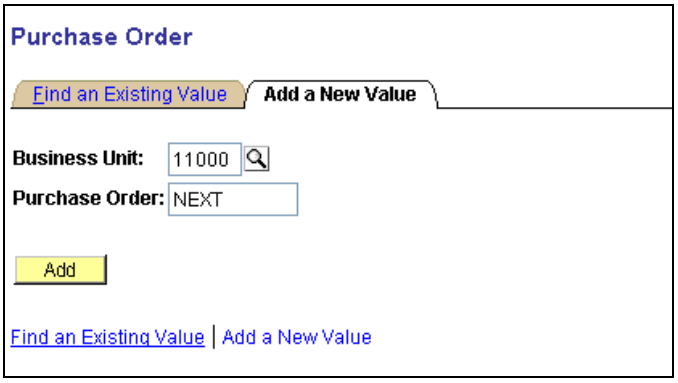
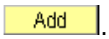
STEP 1 – CREATE A NEW PO

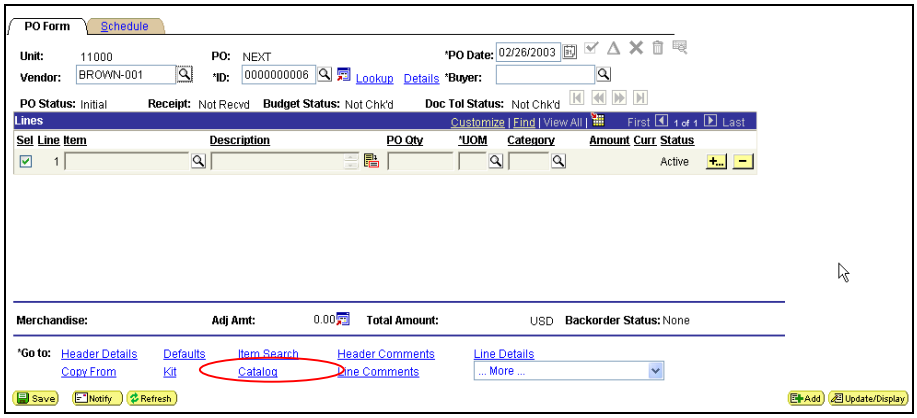
Navigation: *Purchasing > Purchase Orders > Maintain Purchase Orders*



Business Unit – Defaults to the User Id's Business Unit. Verify that the business unit is correct.

Click "Add"  . This will take you to the **PO Form** page.

PO FORM PAGE



Vendor / ID – Enter the Vendor short name or the Vendor ID or press the to lookup a vendor.

STEP 2 – SELECT THE COPY FROM HYPERLINK

Press the Copy From hyperlink. This will transfer you to the Copy Purchase Order page.

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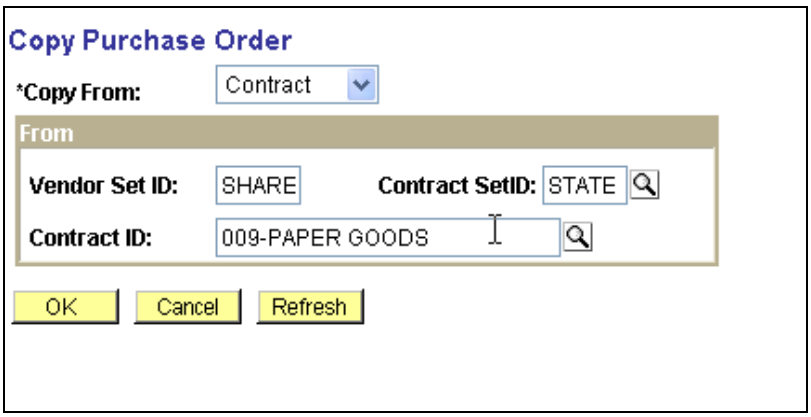
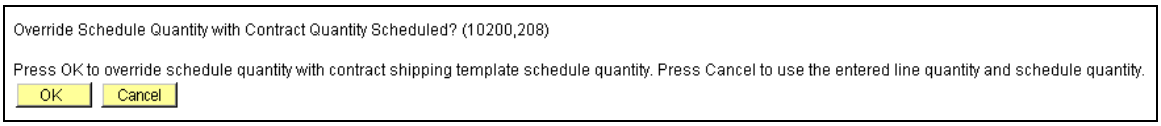


Copy From – Select Contract

Contract SetID – Enter STATE

Contract ID – Select the Contract ID

Press OK. You will be asked whether you want to override the schedule quantity with the Contract Quantity. Select OK to use the Contract scheduled quantity or Cancel to use the quantity you enter on the PO line.



NOTE: If you select OK, the PO Qty on the Line will always default to the Contract minimum. You must change the PO Qty to the actual quantity you want to purchase. If you select Cancel, the PO Qty on the Line will be blank. You MUST enter a PO Qty.

You will be transferred to the **PO Form** page.

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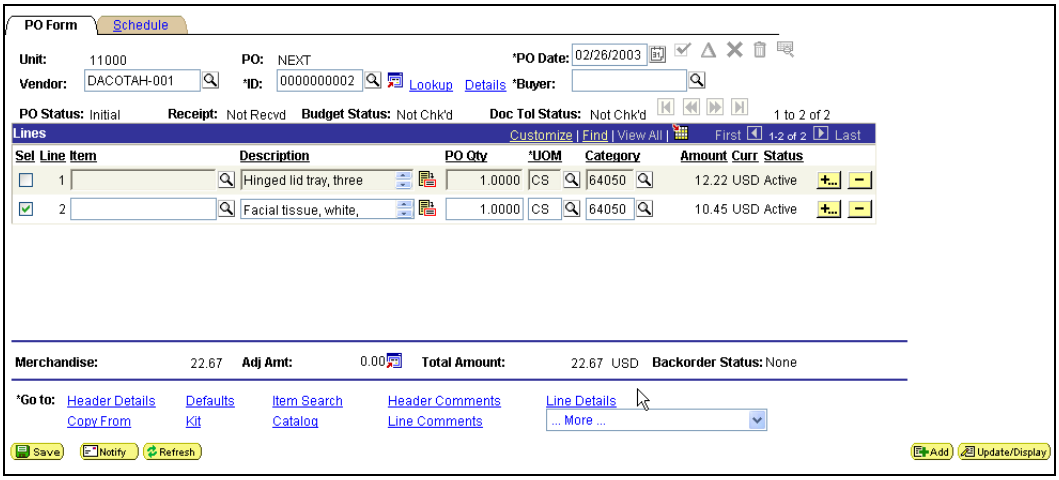
PO FORM PAGE



Buyer – Enter the Buyer.

PO Qty – Change the PO Qty – it defaults to the Contract minimum.

UOM – Enter the UOM if it does not default.

> **NOTE:** The UOM must be entered on the PO Form page before proceeding to the Line Details page.

STEP 3 – VERIFY THE PO INFORMATION

Verify the line, schedule and distribution information is complete and accurate. Make changes as required.

Make sure the Line Details page has the Contract information referenced.

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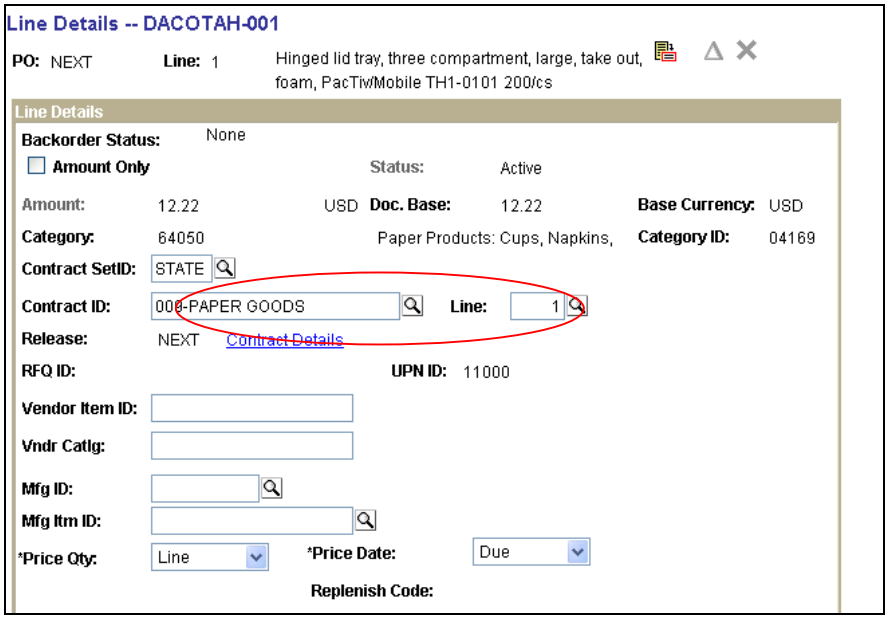
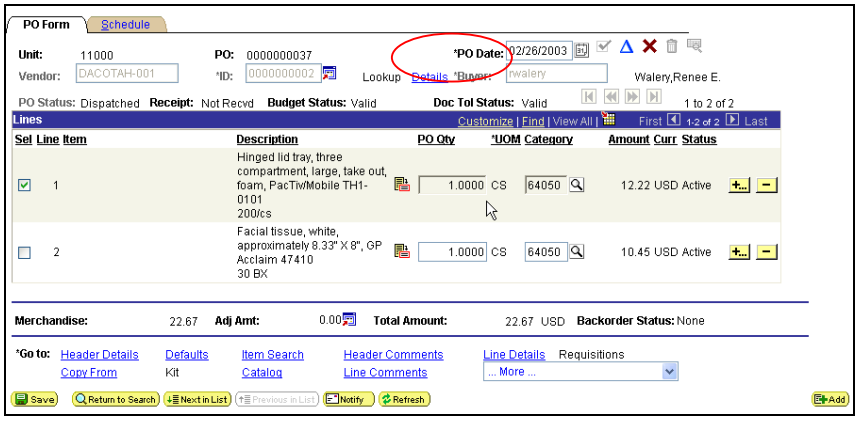
LINE DETAILS PAGE



Press Save. Note the PO ID.



STEP 4 – COMPLETE PO PROCESSING

Budget Check, Approve and Dispatch the PO.

STEP 5 – REVIEW THE CONTRACT RELEASES

To review the POs released against the contract, navigate to the following page:

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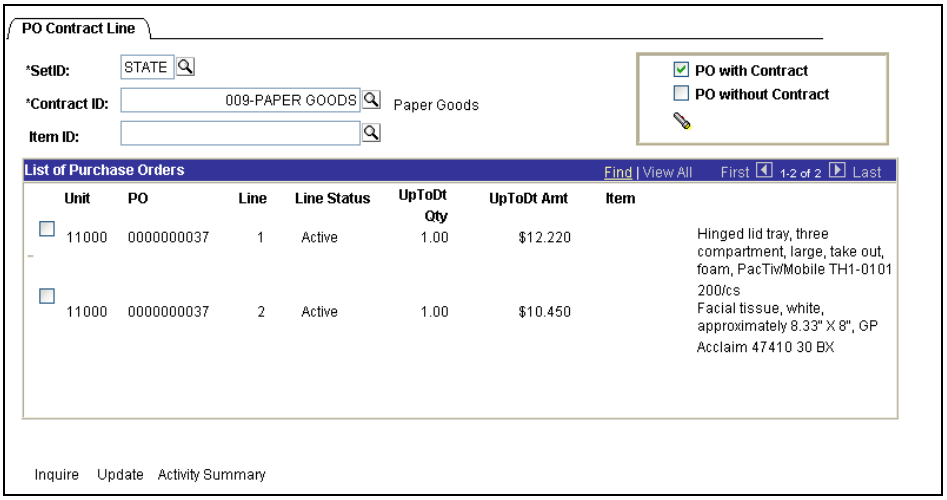
Navigation: *Purchasing > Procurement Contracts > Review Contract Information > Review Contracts by PO*

Enter the **SetID** = STATE and the **Contract ID**.

Check ✓ the **PO with Contract** box. Press the . A list of all POs released against this contract will appear.

Select ✓ the PO you wish to view in more detail. The Inquire, Update, and Activity Summary links at the bottom of the page will become available. You can click on these links to view additional information on the PO or make changes to the PO provided it is not Canceled or Closed.



To see a total of all PO releases created against a contract, navigate to the Contract Header.

Navigation: *Purchasing > Procurement Contracts > Maintain Contracts*

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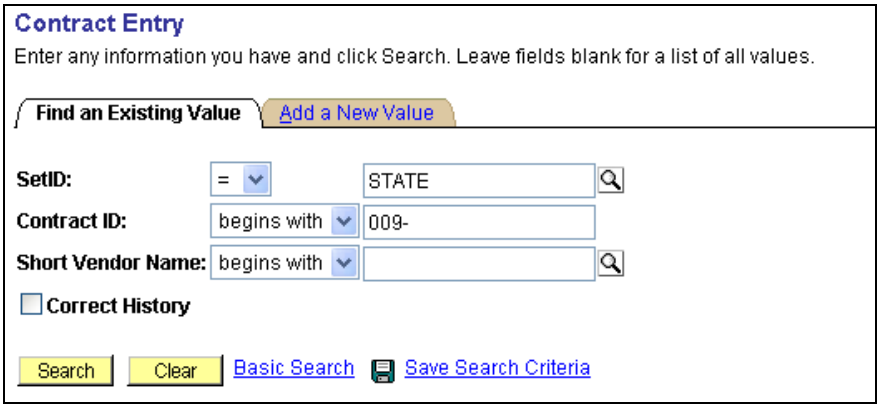


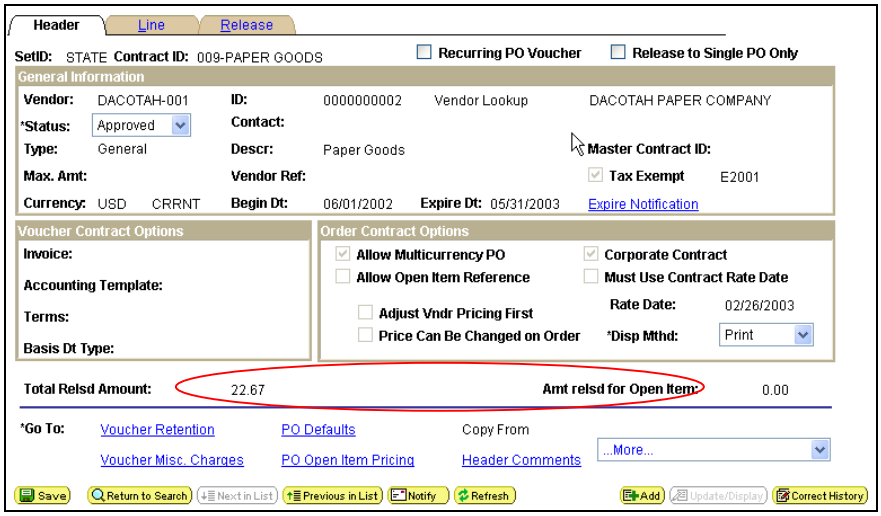
Click on “Find an Existing Value”.

SetID – All contracts are entered under SetID “STATE”.

Contract ID – Enter the Contract ID.

Press Search. You will be transferred to the **Contract Header** page.

HEADER PAGE



Total Released Amount – This is the total of all POs released against this contract.

Remain Amt – The Contract Maximum Amount minus the Total Released Amount (In this particular example the entire amount has been released so the is no Remaining Amount to be displayed).

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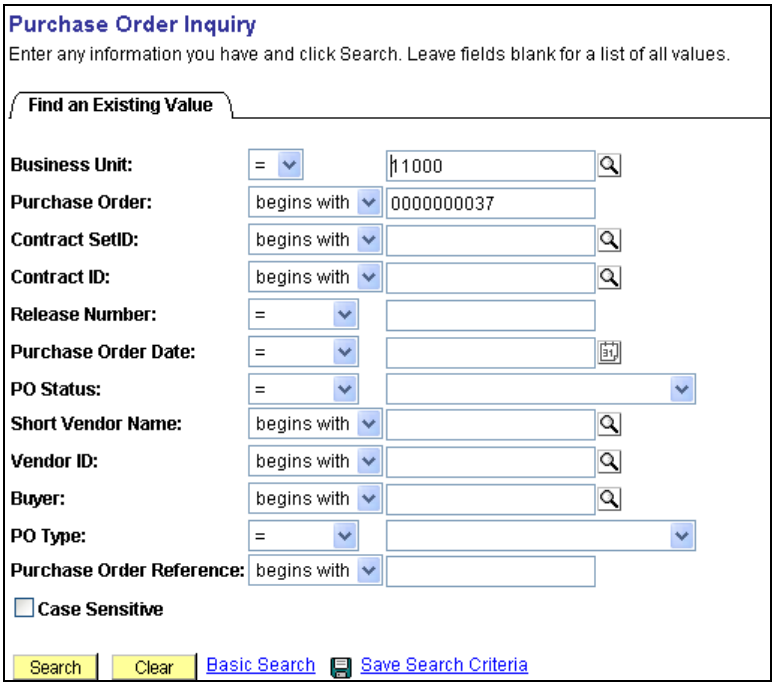
REVIEWING PURCHASE ORDER INFORMATION

This section will review some of the key inquiry pages that can be used to review Purchase Order information and activity against the PO.

PURCHASE ORDER INQUIRY PAGES

This component provides a view only look at Purchase Orders. No changes can be made on these pages. All POs including Canceled and Completed POs are available for viewing.

Navigation: *Purchasing > Review PO Information > Purchase Orders*



Enter the Business Unit and Purchase Order number and press Search. You can also leave the Purchase Order field blank and press Search to bring up a list of all POs. Select the PO you wish to review. You will be transferred to the **PO Form** page.

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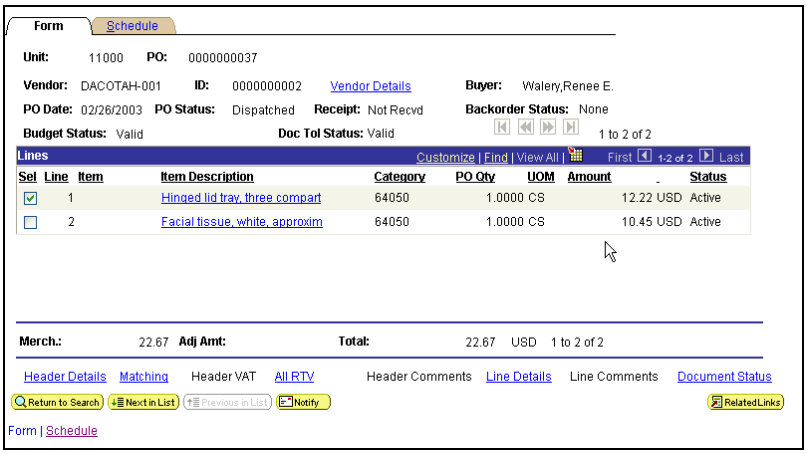
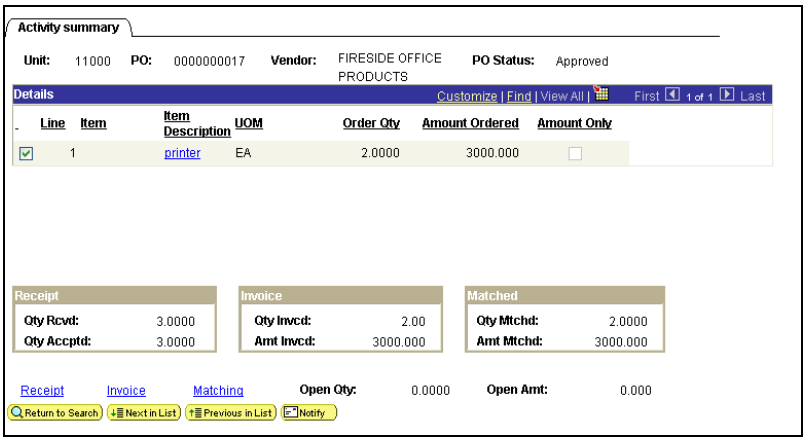
PO FORM PAGE



PURCHASE ORDER ACTIVITY SUMMARY PAGE

This page provides a view of all activity against a Purchase Orders. Receipt, Invoice and Matching activity is visible and you can drill down to the individual documents from the Activity Summary page.

Navigation: *Purchasing > Purchase Orders > Review PO Information > Activity Summary*



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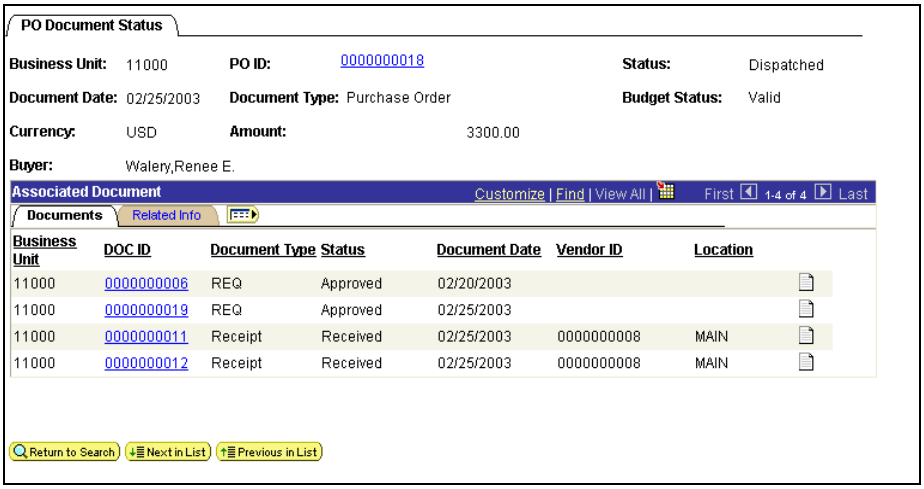
PURCHASE ORDER DOCUMENT STATUS PAGE

This page provides a view of all documents associated with a Purchase Order and their current statuses. Requisitions, Contracts, Receipts, and Vouchers are visible and you can drill down to the individual documents from the Document Status page.

Navigation: *Purchasing > Purchase Orders > Review PO Information > PO Document Status*



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HELPFUL TIPS FOR CREATING POS

GENERAL PO

1. The system displays a limited number of rows at a time when doing a lookup. Remember to look on the upper right and click View All or Next 10 if you do not find the record that you are looking for.

2. Due Date field in requisition and purchase order denotes the date that a product/good is needed to be in the requesters' hands. For services, it could serve as the completion date or the start of work date.

3. When making a change on a page, clicking OK will not save the change; you must press the SAVE button to save the document to retain the change.

4. Changing a Distribution line on the voucher side does not bring information back into the PO. So, both sides may look different. However, the encumbrance and expenditures will be correct.

5. Standard Comments: Header or Line Comments; Select Cut and Paste checkbox (not Include As or Save As).

6. Header Comments: If you do not wish for the vendor to read any comments listed on the requisition, you need to be sure you uncheck the Send to Vendor box as this will be defaulted in as being checked. Buyer must review comments and determine which comments will be sent to vendor.

7. Header Comments: When doing change orders or modifications in which a change order is not required, need to add information in header comments, stating name of person making the changes, date, and changes being made. (Business process emphasis)

8. Change Orders: Once another change order has been made, the previous change orders will not be able to be printed. The history of all change orders is maintained in the Change Order History page. Make print screens of the information in the Change Order History if you need printed copies of previous change orders.

9. When canceling a purchase order, need to be sure and save even though it says it has been canceled. If you do not save it than the purchase order remain open.

CREATING POS FROM A REQUISITION

1. On PO Calculate page, make sure that the Vendor Pre-approved checkbox is selected. Navigation: Purchasing > Purchase Order > Build/Source, PO Calculate

2. On PO Create, make sure that the buyer on the PO Create parameters page is the same as the buyer specified on the PO. If not, the PO Create will not create the PO. Navigation: Purchasing > Purchase Order > Build/Source, PO Create

3. Cannot specify/change 'bill to' at requisition; change on PO.

4. Make sure to verify the default Ship To on PO Schedule and Distribution.

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5. Cannot finalize requisition from the PO until PO is dispatched.

6. When copying Requisitions with many items, change the max rows from 50 to xxx on the Requisition Selection page.

CONTRACT RELEASES

1. Contract Releases: When doing releases, the contract will always default in the minimum quantity set up on the contract. Requestor MUST override with the quantity needed. Note: if vendor bid a minimum amount, the system will not let you go below this minimum. (Business process emphasis)

2. Contract Releases: The unit of measure must be entered on the form tab before proceeding to the line details.

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